

Explorer Dome Code of Conduct

This Code of Conduct outlines the principles of conduct that apply to all Explorer Dome partners and presenters. The following Code of Conduct also applies to all individuals taking part in sessions run by Explorer Dome. These are the professional standards expected in order to uphold the ethical standards of our company, to protect vulnerable groups and to protect individuals from false allegations.

All individuals must:

- Act with integrity, performing all duties conscientiously and honestly.
- Act in the best interests of represented groups/organisations, and not for your own personal or private gain.
- Comply with all applicable laws, rules and regulations, ensuring that all activities withstand the closest public scrutiny.
- Avoid condoning any activities that violate the law or involve unethical practices.
- Conduct yourself in a business-like manner that encourages equality of opportunity and respect for diversity, treating all with equal respect regardless of race, religion, gender, ethnicity, language or disability.
- Participate in a constructive and positive manner, co-operating with the group and maintaining fairness to others who may not agree with your ideas.
- Never come to work under the influence of drugs or alcohol or conduct unprofessional activities while at work.
- Never engage in sexual harassment or behave in any way that can be construed as such (for example using inappropriate language or accessing inappropriate materials).
- Never physically or verbally abuse (through language or gesture) or purposefully cause hurt or harm to colleagues. Never knowingly allow anyone to be bullied or harmed. Any incident must be reported to an Explorer Dome Partner immediately.
- Allow independence of thought for all colleagues and audiences to be un-compromised.
- Clearly and immediately state any conflicts of interest.
- Protect the privacy of personal data and implement all aspects of Explorer Dome's Data Protection Policy and accompanying procedures.

When working with children and young people individuals must also Engage in Good Practice:

- Always put the care, welfare and safety of each child, young person at highest priority.
- Treat all children, young people and adults equally with respect and dignity.
- Demonstrate exemplary behaviour to be an excellent role model and an ambassador for Explorer Dome.
- Implement all aspects of Explorer Dome's Child Protection Policy at all times.
- Ensure that you are always in sight of other adults when you are working with children or young people unless absolutely unavoidable - such as during an extreme health and safety issue.
- Maintain an appropriate distance with children and respect their privacy and personal space. If a child is lost, lead the child by the hand to an appropriate place. Avoid pushing or pulling. If the child is distressed, stay with the child and send someone else to report the problem rather than pushing, pulling or carrying the child against his/her will.
- If a form of manual/physical support is required, provide that contact openly and according to guidelines. Always consider the views of parents who are becoming increasingly sensitive about physical contact from strangers.
- Unless on-site at Explorer Dome property, defer to the school, centre or organisation for the administration of any First Aid. If you are administering First Aid, ensure that the individual and/or accompanying parent/carer/teacher understands what you are doing and why.
- Recognise the varying communication and developmental needs and capacity of children and young people, with particular consideration for children from minority or ethnic groups or individuals with disabilities. It is important to recognise that additional means of communication may be required. Locate an individual who knows the child or can help you directly communicate in an effective manner in order to avoid misunderstanding.
- Be aware of the vulnerability of some groups of children or adults to being isolated and hurt.
- Always work in an open environment and encourage open communication. Give enthusiastic and constructive feedback rather than negative criticism.
- Build balanced relationships based on mutual trust. Empower children to share in any decision making, listen attentively to any ideas and views they want to share and respect their choices.
- Respond sensitively to individuals who seem anxious about participating in certain activities.
- Promote fair play and avoid favouritism.
- Listen carefully to any child or protected adult who "tells you" (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to a teacher, senior manager or designated safeguarding staff member at the host organisation and also to the Explorer Dome Child Protection Officer.

- Report any observation or suspicion that a child or young person could be at risk of experiencing bullying, harassment, harm or abuse from an adult or another child. Report any issues to a teacher, senior manager or designated safeguarding staff member and to the Explorer Dome Child Protection Officer. As the first point of call, always defer issues of suspect abuse to a Child Protection Officer at the school, centre or organisation you are working at.

Practices never to be sanctioned:

- Never put yourself at risk and notify colleagues immediately, if you feel they have put themselves at risk.
- Avoid all private or unobserved situations. Never remain with a group of children or young people for a length of time without a colleague, member of staff or parent present.
- Never force a child or young person to take part in an activity when they are not willing.
- Never make derogatory or sexually suggestive comments, gestures or use inappropriate language, even in fun.
- Never allow anyone, including children to swear or use sexualized language unchallenged.
- Never bully physically, verbally or psychologically to intimidate, humiliate or as a form of control.
- Never dismiss what a child or protected adult tells you as “lies” or exaggeration.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never exaggerate, trivialise or ignore other workers concerns about a child.
- Never restrain a child unless there is an imminent risk of them inflicting harm to themselves or others. If there is a risk of harm, any restraint used must be defensible as reasonable measures and conform to the guidance on appropriate physical restraint.
- Never form inappropriate emotional or physical relationships with children or young people.
- Do not invite or allow children to meet with you unsupervised outside of the context of the Explorer Dome event or activity. Do not invite children or young people to stay with you at your home, sit in the van or offer to take them home (unless in an extreme, controlled situation, e.g. emergency evacuation).
- Never behave in a way that will allow people to misinterpret your motives or provide them with an incorrect impression of your actions. Your actions should be clearly explained to the individual at all times.
- Never allow others or yourself to engage in touching a child in any manner that could be considered inappropriate or sexually provocative.
- Never engage in rough physical or sexually provocative games, including horseplay.
- Never do things of a personal nature for children or young people that they can do for themselves.