



## White Rabbit Drama Club's Code of Conduct.

**BE KIND | BE OPEN | BE PLAYFUL**

White Rabbit Drama Club (WRDC) has a duty of care to safeguard from harm all children and young people with whom it interacts. Our Safeguarding Policy details the legal requirements, organisational procedures and best practice as applicable to staff. This code of conduct outlines our principals and gives best practice examples. If you would like further guidance or information please speak to the duty Manager for your club or request our safeguarding policy.

Club Managers: Anna Izquierdo & Laura-May Hassan

### WRDC PRINCIPALS

White Rabbit Drama Club facilitators are;

Role Models	Demonstrate our rules in your behaviour
Responsible	Make sure you understand your role's level of responsibility
Safe	Keep yourself safe
Professional	Be professional and have clear boundaries
Communicative	Always ask and always share information with the TYT team

### PRINCIPALS IN PRACTICE

#### Fights or physical violence

Use your common sense: don't put yourself at risk.

Separate the people involved if appropriate.

Create space for them to calm down.

Ensure the group is managed appropriately.

[Alert your Club Manager immediately.](#)

#### Toilets & Dressing Rooms

All staff (including mentors) should only use single-cubicle toilets (e.g disabled toilets).

If it is essential to go into a toilet used by the young people, be vocal about entering and leave toilets promptly.

### **Tackling Unkindness**

Group leaders should deal with this firmly and clearly.

It is useful to refer back to the three rules of WRDC and reiterate the importance of kindness to our process.

If serious, alert your club duty manager immediately.

If minor, inform them at the end of the session.

### **Arguments and friendship breakdowns**

Inevitably friendship breakdowns occur. Our emphasis is always on the whole group being able to participate in the room together. When this becomes impossible then there is a need to address the situation.

If serious alert club duty manager immediately.

If minor, inform club duty manager at the end of the session.

### **Video and photography**

Only record or take videos on a company phone. This is clearly marked with the White Rabbit Drama Club logo.

### **Accidents or injuries**

If first aid certified administer first aid, then alert club duty manager immediately. An incident form must be completed and submitted within 48hrs.

### **Working one on one**

Freelance staff should not work one to one unless clear provisions have been made.

### **Phones and social media**

Do not share your personal contact details with young people, or vice versa and do not follow them on social media. We do not expect staff to protect their personal social media accounts but to respect their association with the company when posting.

If your social media accounts are not private, be aware that young people may find and follow you on them.

### **Socialising with Company Members**

At times you may find yourself in a social setting with a White Rabbit Drama Club member.

Respect your association with WRDC when engaging with young people in social contexts.

If you feel at any moment the boundaries between you are unclear please contact a senior member of staff to discuss this.

If a staff member has children the same age as members and a friendship is made the staff member must be clear with the young person and their parent/guardian when interactions are WRDC based or personal.

## KEY WHITE RABBIT DRAMA CLUB CONTACT

Anna Izquierdo - Founder, Director

Designated Safeguarding Lead

General comments/enquiries: [whiterabbitdramaclub@gmail.com](mailto:whiterabbitdramaclub@gmail.com)

WRDC company phone: 07738567130

Where Anna is unavailable or you feel unable to contact us (eg if the disclosure is regarding a member of the WRDC team):

- Non-emergencies - contact the Single Point of Access (SPA) on 020 8547 5008 (or out of hours at 020 8770 5000).
- Emergencies - For urgent safeguarding concerns for a child, first call 999 if they are in immediate danger.

## DEALING WITH A DISCLOSURE

(WRDC Producer and Project manager)

If you suspect a young person is being abused or is at risk it is your duty to report it to Anna Izquierdo. If a young person tells you directly they are being abused you should do the following:

1. Create a safe space to aid in the child's openness.
2. Allow them to speak without interruption and accept what they say.
3. Tell them that you will be required to pass the information on.
4. Be understanding and reassuring but do not give your opinion.
5. Write succinct notes of what was said, noting actual words used where possible.
6. Inform a core team member immediately after.
7. You will be asked to record these notes on an incident report form and email them to [whiterabbitdramaclub@gmail.com](mailto:whiterabbitdramaclub@gmail.com).

Information sharing is key. If you have a concern about a young person's safety, talk to a member of staff. If the young person is at immediate risk of harm WRDC staff will contact the police or social services.

All facilitators have the right to report concerns about another facilitator in confidence. If you are in any doubt always contact Anna Izquierdo or your club duty manager.