

Agreed Code of Practice for the International Drama Academy and IDA Young Performer's Agency

Practice to be encouraged:

- Treat all children and young people with respect and dignity.
- Involve young people in the decisions that affect them.
- Always work in an open environment, avoiding private or unobserved situations.
- Maintain a safe and appropriate distance with young people
- When organising activities/events for children and young people, or their attendance at activities/events, ensure the relevant information/documentation is collected (consent forms, contact details for next of kin, information relating to specific needs).
- Log any incidents or concerns in accident book or by other confidential means.
- Where physical contact is necessary (adjusting technique within a dance class or rehearsal) tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible have another worker present.
- Every activity, event or session should be risk assessed to maintain the safety of young people.
- When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities.
- DBS certificates must be emailed before contact is made with any child or young person.
- Staff should consult with a director if unsure of on any of the above points.

(Last revised February 2019)