

**Responsibilities**

- Child protection is everyone's responsibility.
- If you suspect a child or young person is being abused, emotionally, physically or sexually, **you must report the matter** to the YMI team. If the project is taking place in school, you should also inform the school's designated member of staff for child protection, or the Head Teacher.
- Practitioners are required to undertake Child Protection Level 1 training every 24 months, as outlined in contracts. Further training may be required depending on the nature of the individual projects.
- If you have a child protection concern about a member of staff you must report this to the YMI team or through the Council Whistleblowing policy.
- East Lothian Council's Child Protection policies and procedures adhere to the Inter-agency Child Protection procedures for Edinburgh & the Lothians. Copies of all relevant documents can be found on the practitioner page [https://www.eastlothian.gov.uk/downloads/download/13836/arts\\_service\\_policies](https://www.eastlothian.gov.uk/downloads/download/13836/arts_service_policies)

**Good Working Practice - You Must:**

- Treat all children and young people with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that, wherever possible, there is more than one adult present during your activities with children or young people, or at least that you are within sight or hearing of others.
- Respect a young person's right to personal privacy.
- Encourage children and young people to respect other points of view.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Be aware that even caring physical contact with a child or young person may be misinterpreted.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- Operate within the organisation's procedures as set out within this Code of Practice.

**Good Working Practice - You Must Not:**

- Have inappropriate physical or verbal contact with children or young people.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive/derogatory remarks or gestures in front of children or young people.
- Jump to conclusions about others without checking facts.
- Exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the organisation to protect you.
- Take a chance when common sense, policy and practice suggest another more prudent approach.
- Use personal devices to take or store photos, videos or audio of young people, or further use media supplied by participating individuals/groups without appropriate written permissions.