

NORVIS XLIX
Early music in Durham
27th July–3rd August 2019
NORVIS is a registered charity no. 1014801

**NORVIS safeguarding of children and vulnerable adults:
Code of Conduct for NORVIS tutors and trustees**

Safeguarding is defined here as 'keeping children and vulnerable adults, safe from harm'.

Children are defined here as 'young people under the age of 18'.

At NORVIS we believe that all tutors and trustees share responsibility for safeguarding and promoting the welfare of children and vulnerable adults who are NORVIS participants. Our Safeguarding Policy ('NORVIS safeguarding of children and vulnerable adults') sets out our intention and methods for safeguarding.

Our Code of Conduct below sets out what is required of tutors and trustees. It forms part of a tutor's agreement and trustee's role. Tutors and trustees are required to sign the Code of Conduct as acceptance of their commitment to it.

Code of Conduct

Tutors and trustees agree to:

- abide by the requirements set out in the Safeguarding Policy
- ensure that a copy of a valid DBS certificate is sent to the NORVIS Chair of Trustees
- plan activities so that children and vulnerable adults can participate fully
- behave and communicate with children and vulnerable adults in a way that ensures appropriate relationships are formed
- report any incidents or concerns that cause you to believe that a child or vulnerable adult is, or is likely to be, at risk of harm; these should be reported to the Chair or to the appointed Safeguarding Officer in the first instance and as soon as possible
- on occasions during coaching sessions where it is deemed necessary to have physical contact with children or vulnerable adults in order to support their learning, ensure that you have permission from them for this contact
- Where there are concerns about meeting the needs of children and vulnerable adults in your groups, discuss these concerns with the Safeguarding Officer who will be able to advise.

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Please sign below to indicate that you have read and accept the requirements of this code of conduct and return it to the NORVIS Chair of Trustees.

Signed:.....

Date:.....

Full name:.....

Updated April 2019