**Inspire-works Code of Ethics & Conduct**

1. First and foremost, Inspire-works facilitators will always adhere to any child protection policies at the school/institution and Inspire-works’ Child Protection Policy.

2. All Inspire-works facilitators are DBS checked, have joined the DBS Update Service and carry Public Liability Insurance. They will always produce their CRB Number and photo I.D. upon request.

3. All Inspire-works facilitators have attended a Child Protection Training Course, either run by Inspire-works, NSPCC, Musician’s Union or a Local Authority Music Service.

4. A member of school staff (preferably the class teacher) or play scheme staff must be present at every workshop session.

5. Inspire-works facilitators will never take personal details (such as mobile phone numbers, email addresses, Facebook details etc.) from any pupils or students. They will also not give any of their own personal details to pupils or students.

6. Physical touch will be kept to a minimum with any specific techniques (such as stick hold positions) taught by demonstration.

7. Inspire-works facilitators will refrain from abusive or intimidating language and behaviour. They also expect pupils, students and school staff to return the courtesy.

8. Any difficult or potentially difficult situation will be immediately notated by the Inspire-works facilitator and reported to both a senior member or school staff and Inspire-works’ Child Protection Officer who will liaise together to resolve the situation.

9. Inspire-works administration will email the school contact full workshop details prior to the event which include appropriate dress guidelines for each workshop (e.g. no mini skirts for the West African drumming workshop).