



## NORVIS

### *Early Music Summer School*

NORVIS is a registered charity no. 1014801

### **NORVIS safeguarding of children and vulnerable adults: Code of Conduct for NORVIS tutors, administrators 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, administrators 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, administrators and trustees. It forms part of a tutor's, administrator's and trustee's role. Tutors, administrators and trustees are required to sign the Code of Conduct as acceptance of their commitment to it.

At NORVIS we do not now normally accept under-18 year olds as participants; if they are accepted they must be under the care of their parent or designated adult for the duration of the NORVIS course.

### **Code of Conduct**

Tutors, administrators and trustees agree to:

1. declare that there are no reasons concerned with safeguarding why they would not be able to carry out their role at NORVIS
2. abide by the requirements set out in the Safeguarding Policy
3. plan activities so that children and vulnerable adults can participate fully
4. behave and communicate with children and vulnerable adults in a way that ensures appropriate relationships are formed
5. 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 Designated Safeguarding Officer in the first instance and as soon as possible
6. 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 permission has been granted from them for this contact
7. where there are concerns about meeting the needs of children and vulnerable adults in your groups, discuss these concerns with the Designated Safeguarding Officer who will advise.

**Commented [1]:**  
would 'agreement' be a better word?

**Commented [2]:**  
This sentence sounds as if it belongs in a covering letter. Not sure whether we can get them signed this year and I wouldn't be happy about telling parents much more than 'tutors are asked to abide by it'.



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NOTE: This form may be alternatively submitted in an email format.

Please sign below to indicate that you have read and accept the requirements of the NORVIS safeguarding policy and of this code of conduct and have made the following declaration and return this document to the NORVIS Chair of Trustees.

I, \_\_\_\_\_ (Full Name), accept the requirements of this code of conduct and hereby declare that there are no reasons concerned with safeguarding why I would not be able to carry out my role at NORVIS.

Signed:..... Date:.....

Role: Tutor / Administrator / Trustee / \_\_\_\_\_ (other)

*This code of conduct was updated July 2025 to reflect the change that under-18 years olds are not now normally accepted as participants in NORVIS.*