



Staff & Volunteer Code of Conduct Policy

This Code of Conduct outlines the standards expected of all staff and volunteers representing NewCreativityCIC. It exists to protect the wellbeing, dignity, and safety of everyone involved in our programmes—especially young people and vulnerable participants.

1. Professional Behaviour

- Always act as a positive role model—demonstrating kindness, integrity, and respect.
 - Represent NewCreativityCIC with professionalism both onsite and online, including social media.
 - Follow instructions from leadership and adhere to workshop plans and risk assessments.
 - Arrive on time and prepared, with the appropriate resources and attire for your role.
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2. Commitment to Safeguarding

- Prioritise the safety and wellbeing of all children, young people, and vulnerable adults.
- Be familiar with and follow the **Safeguarding & Child Protection Policy**.
- Never promise confidentiality in a safeguarding disclosure—report concerns to the Designated Safeguarding Lead (DSL) immediately.
- Avoid physical contact unless it is necessary and appropriate, such as first aid or to prevent harm.



- Maintain clear professional boundaries; do not share personal contact details or connect on social media with service users.

3. Respect & Inclusion

- Treat all participants, staff, and partners equally, regardless of background, ability, or identity.
- Promote an inclusive environment that values creativity, emotional safety, and personal expression.
- Avoid offensive, discriminatory, or inappropriate language or humour in any form.
- Be mindful of trauma-informed approaches, supporting learners with care, especially in wellbeing or emotional workshops.

4. Confidentiality & Data Protection

- Respect the privacy of all participants and families.
- Keep all records, form, and contact details secure and only share them with relevant staff.
- Do not photograph or film children without prior written consent from the organisation and parents/carers.

5. Health & Safety

- Read and follow all health and safety guidelines provided at each venue or session.
- Ensure that all activities are risk assessed and that any hazards are reported immediately.
- Carry and know how to use the provided First Aid kit.
- Maintain a tidy and hazard-free working space.



6. Boundaries & Conduct

- Do not engage in one-to-one situations with young people in private spaces.
- Refrain from smoking, drinking alcohol, or using substances while working or volunteering.
- Report any concerns about another staff member or volunteer's conduct to the Director or DSL.

7. Commitment to Development

- Attend training sessions, inductions, and supervision as requested.
- Be open to feedback and committed to personal and professional growth.
- Support the organisation's mission: **to empower individuals through creativity, wellbeing, and expression.**

Declaration:

By joining NewCreativityCIC as a staff member or volunteer, you agree to always uphold this Code of Conduct. Breaches may result in disciplinary action, removal from a programme, or termination of your role.