# Brockham Arts Club – Staff Code of Conduct

Effective from: July 2025
Next review: July 2026

## 1. Purpose

This Code of Conduct sets out the expectations for all staff, volunteers, and facilitators working at Brockham Arts Club. Our aim is to create a safe, respectful, and positive environment for children, families, and colleagues.

## 2. Professional Conduct

- Staff must behave professionally, respectfully, and in a way that reflects the values of Brockham Arts Club.
- Personal conduct, both in and out of sessions, should not bring the club into disrepute.
- Staff must avoid discussing the club, its staff, children, or families in a negative way — online, in public, or among peers.
- Protecting the reputation of the club, its team, and our community is essential to maintaining trust.

## 3. Confidentiality & Discretion

- Staff must treat all information about children, families, and colleagues with confidentiality.
- Sensitive information must only be shared with relevant staff or safeguarding professionals on a need-to-know basis.
- Staff must never share personal details about children or families outside the club.
- Photos or videos of children must not be taken or shared unless explicitly authorised in writing.
- Staff must not discuss internal club matters such as finances, operational plans, staffing, or upcoming events outside of authorised planning meetings or with anyone not directly involved.
- Speculation or gossip about club decisions, finances, or management is unprofessional and can damage trust within the team and with families.

## 4. Safeguarding and Child Welfare

- All staff must follow the club’s Safeguarding Policy and report any concerns to the Designated Safeguarding Lead (DSL).
- Staff must never be alone with a child unless agreed in advance and risk assessed.
- Physical contact must be appropriate, necessary, and child-led.
- Staff must never use physical punishment, intimidation, or humiliation.

## 5. Communication and Social Media

- Staff must not engage with children or families via personal social media accounts.
- Staff must not post about the club on personal accounts without prior permission.
- Staff must never post images or identifying information about children.
- All club-related concerns must be raised internally with the DSL or Manager.
- The club’s parent WhatsApp group is managed by the Director (Amanda Fairbank Hynes) or delegated staff in her absence.
- Staff must not respond to parent queries or complaints in writing (including on WhatsApp) before discussing the issue directly with the Director.
- This ensures consistency, professionalism, and appropriate follow-up when needed.

## 6. Punctuality, Appearance & Reliability

- For Paint and Sip evening events, staff are expected to present a smart, adult-facing appearance.
- This includes tidy hair, closed-toe shoes, and a presentable t-shirt or shirt (paint-marked clothing is acceptable).
- Staff must maintain a professional and welcoming presence in line with the tone of the event.

## 7. Drugs, Alcohol and Smoking

- Staff must not be under the influence of alcohol or drugs while on duty.
- Smoking or vaping is only permitted during breaks and well away from children or public areas.

## 8. Breaches of Conduct

- Any breaches of this Code will be taken seriously and may result in disciplinary action or termination of engagement.
- Concerns should be reported to the DSL, Caroline Mills, or Amanda Fairbank Hynes.

## 9. Declaration

By working at Brockham Arts Club, I agree to follow this Code of Conduct and uphold the values, safety, and reputation of the club at all times.