

Code of Conduct for Staff

1. General

- 1.1 Suffolk Artlink has a Code of Conduct which all staff are expected to uphold.
- 1.2 This code is expected to be followed in conjunction with the wider package of “policies and procedures”.
- 1.3 Staff are responsible for ensuring their conduct does not fall below the minimum standards set out in this code and that no action or omission on their part harms the wellbeing of other staff or participants.
- 1.4 For the sake of this policy the word “staff” refers to paid, unpaid including board, temps, permanent staff, part time and full time, and freelance staff.

2. Code of Conduct – to young people and vulnerable adults

- 2.1 Staff must protect the rights and promote the interests of all children, young people and vulnerable adults (participants) whilst ensuring their behaviour does not harm themselves or other people.
- 2.2 Staff must strive to establish and maintain the trust and confidence of our participants.
- 2.3 Staff must promote the independence of our participants and treat them with respect while protecting them as far as possible from danger or harm.
- 2.4 Staff must be accountable for the quality of their work with our participants.
- 2.5 Staff must be fully aware of boundaries and safeguards in their interaction with vulnerable adult and child participants, and should not seek to meet with them outside work hours unless agreed by a Co-Director of Suffolk Artlink.
- 2.6 Staff should not use personal transport to convey service users to activities/events. In the most exceptional circumstances, (where not to do so would put someone at immediate risk of harm) with the express prior permission of a Co-Director, transport may be provided.
- 2.7 Staff must not drink alcohol or take illegal drugs when working with participants or come on duty under the influence of either alcohol or illegal drugs.
- 2.8 Staff must have no sexual relationship or sexual contact with the participants we work with.
- 2.9 Staff must not bring pornographic material onto the premises or access pornographic sites.
- 2.10 Staff must be aware of appropriateness of physical contact with our participants, i.e. being too affectionate, inappropriate hugging, kissing etc.
- 2.11 Staff must not physically or verbally abuse participants.
- 2.12 Staff must not physically or verbally threaten participants.
- 2.13 Staff must be aware that teasing can be abusive to our participants.
- 2.14 Staff must be aware that sexual innuendo can be abusive to our participants.
- 2.15 Staff must not emotionally abuse participants e.g. bribing, blackmailing or manipulating.
- 2.16 Staff must not give or receive money or gifts from participants or their families.

2.17 Staff must report anything that they see or hear about from any source that may constitute abuse of a participant.

2.18 Staff must respect **different** cultural and religious beliefs.

3. Code of Conduct – to fellow staff, managers, partner staff and the public

3.1 Staff must treat everyone with respect and dignity.

3.2 Staff must endeavour to follow all policies and procedures.

3.3 Staff must not physically abuse or threaten anyone.

3.4 Staff must not verbally abuse or threaten anyone.

3.5 Staff must be aware that swearing, sexual innuendos and teasing can be abusive to other people.

3.6 Staff must not emotionally abuse anyone.

3.7 Staff must respect different cultural and religious beliefs.

3.8 Staff must always be polite to each other and to partner staff and the public.

3.9 Staff should dress appropriately for work.

4. Revision history

This policy and related procedures and guidance will be monitored by the Suffolk Artlink Board members on a regular basis for compliance and will be reviewed at least triennially.

Date Approved	Date Amended
April 2011	September 2012
September 2013	
22 September 2014	22 September 2014
17 January 2017	21 July 2020
31 July 2023	