



Bright Sparks Theatre Company Staff and Volunteer Code of Conduct

1. Purpose

This Code of Conduct outlines the standards of behaviour expected of all staff and volunteers at Bright Sparks Theatre Company when working with adults with learning disabilities. The primary goal is to create a safe, inclusive, and supportive environment where everyone can participate fully and with dignity.

2. General Conduct

- **Respect and Dignity:** Always treat everyone with respect, regardless of their abilities, background, or personal circumstances. Use respectful language and avoid any form of discrimination, harassment, or bullying.
- **Confidentiality:** Maintain confidentiality regarding participants' personal information and circumstances. Do not share personal information without the explicit consent of the individual, unless required by law.
- **Professionalism:** Always conduct yourself with integrity and professionalism. Be punctual, prepared, and reliable in your role.
- **Inclusivity:** Ensure that all activities are accessible to participants, considering individual needs and abilities. Encourage participation and provide support as needed.

3. Communication

- **Clear and Simple Language:** Use clear, simple language that is easy to understand. Avoid jargon, complex terminology, or language that may confuse or exclude participants.
- **Active Listening:** Listen attentively to participants and take their views and concerns seriously. Give them time to express themselves and validate their feelings.
- **Positive Interaction:** Engage with participants in a positive, encouraging manner. Focus on their strengths and achievements and provide constructive feedback when needed.

4. Boundaries and Relationships

- **Appropriate Boundaries:** Always maintain professional boundaries with participants. Do not engage in any form of inappropriate behaviour or personal relationships that could compromise your role.
- **Physical Contact:** Be mindful of physical contact. Always ask for permission before touching a participant and respect their personal space and boundaries.

5. Safety and Well-being

- **Health and Safety:** Follow all health and safety guidelines and procedures to ensure a safe environment for all. Report any hazards or safety concerns immediately.
- **Safeguarding:** Be vigilant for signs of abuse, neglect, or distress among participants. Report any concerns to the designated safeguarding officer without delay.
- **Emergency Procedures:** Familiarize yourself with emergency procedures, including first aid, fire safety, and evacuation protocols. Know who to contact in case of an emergency.

This document was introduced into Bright Sparks general practice in 2024 and is reviewed annually.

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6. Working with Other Staff and Volunteers

- **Respect for Roles:** Respect the roles and responsibilities of others. Do not undermine or take over someone else's role without their consent.
- **Conflict Resolution:** Address any conflicts or disagreements in a constructive and professional manner. Seek mediation or support from a supervisor if needed.

7. Commitment to Continuous Learning

- **Training:** Attend all required training sessions, including those related to working with adults with learning disabilities, safeguarding, and health and safety.
- **Feedback and Improvement:** Be open to feedback and seek opportunities to improve your skills and knowledge. Reflect on your practice and strive for continuous improvement.

8. Compliance

- **Adherence to Policies:** Familiarize yourself with and adhere to all relevant policies and procedures of Bright Sparks Theatre Company, including those related to equality and diversity, safeguarding, and health and safety.
- **Reporting Concerns:** Report any concerns about conduct or breaches of this Code of Conduct to your supervisor or the designated officer promptly.

9. Breach of Code of Conduct

- **Consequences:** Any breach of this Code of Conduct may result in disciplinary action, which could include suspension, termination of volunteer status, or other appropriate measures.
- **Acknowledgment:** I have read and understood the Staff and Volunteer Code of Conduct. I agree to abide by the guidelines set out in this document.

Date:

Name:

Signature:

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