



CODE OF CONDUCT

Purpose

- The Holt Community Centre is committed to providing a safe, welcoming, inclusive, and respectful environment for everyone.
 - This Code of Conduct sets out the standards of behaviour expected of all individuals while working at, volunteering with, or using the Centre.
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Scope

- Staff
 - Volunteers
 - Trustees and Management Committee members
 - Hirers and external groups
 - Visitors and service users
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Expected Standards of Behaviour

- Treat others with dignity, courtesy, and respect
 - Behave in a way that supports a safe and inclusive environment
 - Follow Centre policies, procedures, and instructions
 - Respect the Centre's premises, equipment, and property
 - Act responsibly and lawfully at all times
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Unacceptable Behaviour

The following behaviours will not be tolerated:

- Discrimination, harassment, or bullying of any kind
- Abusive, aggressive, threatening, or intimidating behaviour
- Sexual harassment or inappropriate conduct
- Hate speech or discriminatory language
- Violence or threats of violence
- Being under the influence of alcohol or drugs (unless expressly permitted as part of an approved event)
- Damage to property or misuse of equipment
- Failure to follow health & safety or fire safety instructions

Safeguarding

- All individuals must comply with the Centre's Safeguarding Policy and Procedures
- Any safeguarding concerns must be reported immediately
- Inappropriate behaviour involving children or adults at risk will result in immediate action

Health & Safety

All individuals must:

- Follow the Centre's Health & Safety and Fire Safety procedures
- Not put themselves or others at risk
- Report hazards, accidents, incidents, or near misses immediately



Confidentiality & Data Protection

- Personal and sensitive information must be treated confidentially
- Information must only be shared in line with Centre policies and UK GDPR
- Breaches of confidentiality may result in action being taken

Social Media & Communications

- Communications must be respectful and accurate
- Confidential or sensitive information must not be shared
- Behaviour online should reflect the values of the Centre

Use of the Premises

- The Centre must be used only for approved activities
- Capacity limits must be observed
- Fire exits must be kept clear at all times
- Hirers are responsible for the behaviour of their participants

Breaches of the Code of Conduct

Breaches of this Code may result in:

- A verbal or written warning
- Removal from the premises
- Suspension or termination of volunteering
- Termination of room hire or booking



- Further action where appropriate, including referral to authorities

Serious breaches may result in immediate action.

Reporting Concerns

Concerns about behaviour should be reported to:

- A member of staff or volunteer
- The Centre Manager
- A Trustee or Management Committee member

Concerns will be handled fairly, confidentially, and in line with Centre procedures.

Responsibility

All individuals using or working at The Holt Community Centre are responsible for following this Code of Conduct.

Failure to do so may result in action being taken to protect others and the Centre.

Review

This Code of Conduct will be:

- Reviewed annually
 - Updated where necessary
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Approval

This Code of Conduct is approved by the Management Committee of The Holt Community Centre.

Date approved: _____

Review date: _____



Signed (Chair/Authorised Person): _____