



Thread and Press

## Code of Conduct Policy

(Participants)

### Thread and Press CIC

Our **Participants Code of Conduct company policy** outlines our expectations regarding participants behaviour within our sessions:

We promote freedom of expression and open communication. But we expect all participants to follow our code of conduct.

We expect:

- Participants to respect the privacy of other attendees and course organizers
- Participants to observe all Health and Safety procedures as set out in session training and as per venue requirements (these will be explained at each session)
- To ensure that their behaviour does not offend, distress, upset or harm other participants or staff
- To respect the learning environment
- To respect and maintain safe and appropriate use of all equipment.
- To follow any relevant guidance on Health and Safety (including Covid 19)
- Refrain from bullying, discrimination or abuse of any kind to other participants or staff
- Children's sessions: Children should not use mobile phones in sessions unless relevant to the project
- Children's sessions: We ask that children do not bring toys or excessive personal possessions to our sessions
- Participants should dress appropriately for our sessions. Clothing should not be offensive and should be appropriate for the activities.

As staff/volunteers, we will:

- Ensure that all participants adhere to our policies
- Intervene at the earliest opportunity in respect of violation of our policy
- Respect the contributions and privacy of all participants (See Privacy Policy)
- Behave in a way as appropriate to our company's ethos (See Code of Conduct)
- Take action as appropriate in any issues of bullying or safeguarding concern (See Anti Bullying Policy and Adult and Child Safeguarding Policy)
- Report any issues to parents/carers (for Under 18 classes or vulnerable adults)
- Report any serious issues to the appropriate authority (See Safeguarding Policies)
- Maintain up-to-date Safeguarding and First Aid Training for all our staff



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- Maintain up-to-date Enhanced DBS checks for all our staff

We reserve the right to revoke places in our sessions for repeated or serious violation of our policy