



| Name of policy | Reviewed by | Signed | Date reviewed | Date for next review |
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| Staff code of conduct | Jade Sloan |  | 7/5/26 | May 2027 |

Staff Code of Conduct Policy

Blackbird Creative Arts Ltd

Stanhope House, 113-117 Stanhope Road South, Darlington, DL3 7SF

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Introduction

At Blackbird Creative Arts Ltd, we are dedicated to providing a safe and supportive environment for young and vulnerable people engaged in our performing arts programmes. This Staff Code of Conduct Policy outlines the expectations for behaviour, professionalism, and safeguarding that all staff, volunteers, and contractors must adhere to while working with children, young people, and vulnerable adults.

Purpose

The purpose of this Code of Conduct is to set clear guidelines for acceptable conduct to ensure the safety, welfare, and positive development of young people, as well as to maintain a professional, respectful, and safe working environment for all staff and participants.

Scope

This policy applies to all staff, volunteers, and contractors involved with Blackbird Creative Arts Ltd, whether in direct contact with young people or in supporting roles.

General Principles

Respect for All Individuals

1. Treat all individuals with respect, courtesy, and dignity.
2. Be mindful of cultural, social, and personal differences, ensuring inclusivity in all interactions.
3. Demonstrate professionalism in both appearance and behaviour at all times.

Safeguarding and Child Protection

1. Staff must adhere to Blackbird Creative Arts Ltd's safeguarding and child protection policies and procedures.
2. Report any concerns regarding the safety or well-being of a child or vulnerable adult to the Designated Safeguarding Lead (DSL) immediately.
3. Be vigilant and proactive in preventing any form of abuse or exploitation.
4. Staff must understand and follow procedures for managing any disclosures of abuse or concerns raised by children, young people, or other staff.

Professional Boundaries

1. Always maintain appropriate professional boundaries with young people.
2. Avoid forming personal relationships that could lead to conflict of interest or inappropriate behaviour.
3. Do not offer or accept personal gifts or favors from children or young people, except in exceptional circumstances and with prior consent from management.
4. Staff should not engage in physical contact with young people. Physical intervention or restraint will only ever be used as an absolute last resort to prevent a student from harming themselves, others, or causing significant property damage, strictly in line with our Behaviour Policy.

Behaviour and Language

1. Use positive, respectful, and encouraging language at all times.
2. Avoid using derogatory, offensive, or inappropriate language when communicating with young people, colleagues, or others.
3. Promote a positive environment for learning, creativity, and self-expression.
4. Never engage in verbal or physical aggression, bullying, or intimidation.

Equality and Diversity

1. Ensure that all young people and colleagues are treated equally, with respect for their race, sex, sexual orientation, gender reassignment, disability, religion or belief, and background.
2. Actively promote diversity and inclusion through all activities and interactions.

Health, Safety, and Well-Being

1. Follow all health and safety guidelines and procedures to ensure the physical and emotional well-being of participants and colleagues.
2. Ensure that all activities, workshops, and events are safe, well-organised, and properly supervised.
3. Always monitor the environment for potential risks and report any hazards immediately.

Use of Technology and Social Media

1. Avoid using personal phones, computers, or social media to communicate directly with young people unless necessary and with parental consent where applicable.
2. Staff must not share personal contact details or accept young people's personal contact details on social media or personal messaging platforms.
3. Ensure that any online activity related to Blackbird Creative Arts Ltd follows our digital safety and safeguarding protocols.

Substance Abuse and Alcohol

1. Staff must not be under the influence of alcohol, drugs, or any other substances while working or volunteering with young people.
2. The use, possession, or distribution of illegal substances is strictly prohibited on premises or during any off-site activities related to Blackbird Creative Arts Ltd.

Confidentiality and Data Protection

1. Respect the confidentiality of all personal information about young people, colleagues, and families.
2. Do not share or disclose any sensitive information unless required by law or safeguarding procedures.
3. Ensure that any personal data is stored securely and in accordance with data protection regulations.

Discipline and Reporting Concerns

1. Staff must immediately report any inappropriate behaviour, misconduct, or breaches of this code to a senior member of staff or the Designated Safeguarding Lead (DSL).
2. Concerns should be handled promptly and in accordance with the relevant reporting and disciplinary procedures.
3. All staff are responsible for maintaining a safe environment for young people and must take appropriate action if they observe any behaviour that contravenes this policy.
4. If a staff member feels that safeguarding concerns are not being handled correctly internally, or their concern is regarding the Company Director, they have a duty to Whistleblow and should contact the Local Authority Designated Officer (LADO) or the NSPCC Whistleblowing line.

Staff must understand and comply with our Low-Level Concerns Policy. Any concern, no matter how small, about an adult's conduct towards a child that does not meet the threshold of harm must be reported to the DSL or Company Director within 24 hours.

Lone Working

Staff will never be on the premises alone, another member of the Blackbird Creative Arts team will always be on site so a lone working policy is not necessary.

Disciplinary Action

Failure to adhere to this Staff Code of Conduct will result in disciplinary action, which may include verbal or written warnings, suspension, or termination of employment or volunteering, depending on the severity of the breach. Serious breaches, particularly those involving child protection issues, may result in immediate dismissal and possible referral to the relevant authorities.

Contact Information

For any questions regarding this Staff Code of Conduct, or if you need to report an issue or concern, please contact:

Jade Sloan

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