



Broad St Hall

Broad Street Hall, Broad Street, Coventry CV6 5BG  
Telephone: 024 76

## **CODE OF BEHAVIOUR**

Broad Street Hall [BSH] expects everyone who works or volunteers with them to accept and understand this policy. They must also agree to put BSH's policies on safeguarding children and vulnerable adults into practice.

### **1. Trustees, Staff and Volunteers**

As an adult working or volunteering at BSH you have a responsibility to ensure that everyone using the hall(s) particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of all Trustees, staff and volunteers to ensure:

- their behaviour is appropriate at all times;
- they observe the rules established for the safety and security of children, young people and vulnerable adults;
- they follow the procedures following suspicion, disclosure or allegation of child abuse;
- they recognise the position of trust in which they have been placed; and
- in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate

### **2. Meeting responsibilities**

Trustees, Staff and Volunteers must ensure:

- the welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded;
- to avoid compromising situations or opportunities for misunderstandings or allegations.

Code of behaviour

- DO treat everyone with dignity and respect;
- DO set an example for others to follow;
- DO treat all people equally - show no favouritism;
- DO respect everyone's right to personal privacy
- DO avoid unacceptable situations within a relationship of trust, e.g.: a sexual relationship with a young person or vulnerable adult over the age of consent;
- DO allow children, young people and vulnerable adults to talk about any concerns they may have;
- DO encourage others to challenge any attitudes or behaviours they do not like;
- DO follow BSH 'no alcohol' rule

- DO NOT trivialise abuse;
- DO NOT permit abusive activities e.g. sexual harassment, racism, bullying;
- DO NOT engage in inappropriate behaviour or contact - physical, verbal, sexual;
- DO NOT use inappropriate language - writing, phoning, email or internet;
- DO NOT let allegations, suspicions, or concerns about abuse go unreported;

### **3. Trustees, Staff and Volunteers**

Everyone is required to adhere to the highest standards of conduct in the performance of their duties. This code of conduct endorses the seven principles of public life published by the Nolan Committee which are:

#### **Selflessness**

Everyone should act solely in terms of public benefit. They should not act in order to gain financial or other benefits for themselves, their family or their friends.

#### **Integrity**

No-one should place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.

#### **Objectivity**

In carrying out the business of the organisation everyone should make choices based on merit.

#### **Accountability**

Everyone is accountable for their decisions and actions to stakeholders and the public and must submit themselves to whatever scrutiny is appropriate to their role.

#### **Openness**

Everyone will be as open as possible about all the decisions and actions they take.

#### **Honesty**

Everyone should declare any private interests relating to their role with BSH and take steps to resolve any conflicts arising in a way that protects the public benefit.

#### **Leadership**

Everyone and especially Trustees should promote and support these principles by leadership and example.

In addition, BSH requires everyone to perform their duties in accordance with the vision, mission and values of BSH. Everyone is encouraged to:

- Value others, even when there are differences in opinion
- Make a commitment to attend all meetings as scheduled or send apologies if attendance is not possible.
- Treat others with respect and in accordance with the BSH's policies
- Be mindful of conduct which could be deemed to be unfair or discriminatory
- Conduct themselves in a manner which reflects positively on BSH when attending external meetings or any other events.

Everyone is expected to understand, agree and promote the BSH equal opportunities policy in every area of their work. The board and committee's activities should not prejudice any part of the community on the grounds of age, disability, gender, gender reassignment, pregnancy and maternity, race, nationality, religion, belief or sexual orientation. Any actual or perceived prejudicial action, views or comments shall be investigated and dealt with in line with the Complaints policy or Disciplinary procedure and could result in the person being asked to leave.

#### **4. Trustee Responsibility:**

It is the responsibility of trustees to:

- Act within the governing document and the law – being aware of the contents of the BSH governing document (Articles of Association and Memorandum of Association) and how BSH is legally required to operate.
- Act in the best interests of the organisation as a whole – considering what is best for BSH and its users and avoiding bringing it into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for BSH, its board and the individuals involved.
- Have a sound and up-to-date knowledge of the organisation and its environment – understanding how the organisation works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – engaging in discussions and decision-making processes.
- Prepare fully for meetings and all work for the organisation – reading papers, querying unclear or difficult things and thinking through issues in good time before meetings.
- Actively engage in respectful discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.

- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

The Trustees of BSMH are subject to the same statutory duties as directors of private sector companies. Under the Companies Act 2006, directors have a duty to:

- Avoid conflicts of interest
- Not accept benefits from third parties
- Declare interest in proposed transactions or arrangements with the organisation
- Act within powers
- Promote the success of the organisation to achieve its purposes
- Exercise independent judgement
- Exercise reasonable care, skill and diligence

### **Related Policies and Procedures**

Safeguarding Policy

Equal Opportunities Policy

Complaints Policy

Disciplinary Procedure