

Sherlock Bone Code of Conduct Policy

1. Purpose of This Policy

This Code of Conduct sets out the standards of behaviour expected from all staff, freelancers, volunteers, and contractors working for or on behalf of Sherlock Bone. It ensures that our educational workshops are delivered in a safe, respectful, professional, and inclusive manner.

The aim is to protect:

- Workshop participants (children, young people, and adults)
- Staff and facilitators
- The reputation and integrity of the organisation

2. Scope

This policy applies to:

- All employees, temporary staff, freelancers, and volunteers
- Workshop facilitators and contractors
- All work-related environments, including:
 - On-site workshops
 - Off-site venues
 - Online workshops and digital communication
 - Social media and professional communication

3. Professional Standards of Behaviour

All staff are expected to:

- Act professionally, respectfully, and responsibly at all times
- Deliver workshops in line with agreed plans and organisational values
- Arrive on time and prepared for all sessions
- Dress appropriately for the workshop environment and audience
- Use clear, appropriate, and inclusive language

- Maintain high standards of conduct, even outside of direct workshop delivery when representing the organisation

4. Safeguarding and Appropriate Conduct

Where working with children, young people, or vulnerable adults, staff must:

- Follow safeguarding policies at all times
- Maintain appropriate professional boundaries
- Avoid being alone with a participant where it is not necessary or authorised
- Use approved communication channels only
- Report any safeguarding concerns immediately through the correct procedures

Staff must never:

- Engage in inappropriate relationships with participants
- Share personal contact details (unless explicitly authorised by the organisation)
- Make inappropriate comments, jokes, or physical contact

5. Equality, Diversity, and Inclusion

All staff must:

- Treat everyone fairly and with respect
- Avoid discrimination, harassment, or victimisation
- Support inclusive participation in workshops
- Challenge inappropriate behaviour where safe and appropriate
- Follow the organisation's Equality, Diversity and Inclusion (EDI) Policy

6. Communication Standards

Staff must ensure that all communication is:

- Professional and respectful
- Clear and appropriate for the audience
- Free from offensive, discriminatory, or inappropriate language

This applies to:

- Verbal communication during workshops
- Emails and written communication
- Online platforms and virtual workshops
- Social media when representing the organisation

7. Use of Equipment and Resources

Staff are expected to:

- Use workshop materials and equipment safely and responsibly
- Follow health and safety procedures at all times
- Report damaged or unsafe equipment immediately
- Use organisational resources only for legitimate work purposes

8. Confidentiality and Data Protection

Staff must:

- Respect confidentiality of participants and colleagues
- Handle personal data in accordance with data protection laws (e.g. UK GDPR)
- Only share information on a need-to-know basis
- Store and transmit data securely

9. Social Media and Online Conduct

When representing or referencing [Company Name], staff must:

- Act professionally on all social media platforms
- Not post inappropriate, offensive, or discriminatory content
- Not share confidential information, images, or participant details
- Obtain permission before posting any workshop-related content involving participants

10. Alcohol, Drugs, and Fitness for Work

Staff must not:

- Attend workshops under the influence of alcohol or illegal substances
- Consume alcohol or illegal substances during work-related activities
- Be unfit to carry out their duties safely and professionally

11. Conflict of Interest

Staff must declare any situation that could create a conflict of interest, including:

- Personal relationships with participants or partner organisations
- Financial interests that may affect impartiality
- External work that may interfere with duties

12. Reporting Concerns

Staff are required to report:

- Safeguarding concerns
- Unsafe practices
- Discriminatory behaviour
- Breaches of this Code of Conduct

Reports should be made to the designated manager or safeguarding lead as soon as possible.

13. Breaches of This Policy

Failure to comply with this Code of Conduct may result in:

- Informal warning or guidance
- Formal disciplinary action
- Removal from workshop duties
- Termination of contract or employment
- Referral to external authorities where appropriate

14. Review of Policy

This policy will be:

- Reviewed annually
- Updated in response to legal, operational, or safeguarding changes
- Communicated to all staff and contractors

Signed: D. K. Green

Date: 07.05.2026

To be Reviewed: 07.05.2027