

# The Sanctuary Garden

## Code of Conduct

*(Including Safeguarding Code of Conduct)*

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### 1. Purpose

This Code of Conduct sets out the standards of behaviour expected of everyone involved with The Sanctuary Garden. It helps ensure that the garden is a safe, respectful, inclusive, and welcoming space for all.

This Code applies alongside, and should be read with, The Sanctuary Garden's other policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Bullying and Harassment Policy
- Disciplinary and Grievance Policy

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### 2. Scope

This Code of Conduct applies to:

- Volunteers
- Members
- Committee members
- Staff (if applicable)
- Contractors, facilitators, and anyone acting on behalf of The Sanctuary Garden

It applies:

- On-site at the garden
- During garden-related activities or events
- In online or digital communication connected to the garden

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### 3. Our Values

Everyone involved with The Sanctuary Garden is expected to:

- Treat others with kindness, dignity, and respect

- Value diversity and inclusion
- Act responsibly and safely
- Support a positive and welcoming environment
- Take responsibility for their actions

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## **PART A: GENERAL CODE OF CONDUCT**

### **4. Expected Behaviour**

All individuals must:

- Be respectful, inclusive, and non-judgemental
- Listen to others and communicate openly and politely
- Follow agreed policies, procedures, and guidance
- Work cooperatively and supportively
- Respect personal boundaries
- Act in a way that reflects positively on The Sanctuary Garden

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### **5. Unacceptable Behaviour**

The following behaviours are not acceptable:

- Bullying, harassment, or intimidation
- Discrimination or victimisation
- Aggressive, abusive, or threatening behaviour
- Inappropriate language or conduct
- Being under the influence of alcohol or non-prescribed drugs during activities
- Deliberately ignoring health and safety guidance
- Misuse of power or position

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### **6. Health and Safety Responsibilities**

Everyone must:

- Take reasonable care of their own health and safety and that of others
- Use tools and equipment only as instructed
- Wear appropriate clothing and footwear
- Report hazards, accidents, or near misses promptly

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## **7. Confidentiality and Data Protection**

- Personal or sensitive information must be treated confidentially
- Information should only be shared on a need-to-know basis
- Data protection policies must be followed at all times

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# **PART B: SAFEGUARDING CODE OF CONDUCT**

## **8. Safeguarding Commitment**

The Sanctuary Garden is committed to safeguarding and promoting the wellbeing of:

- Children and young people
- Adults at risk

Everyone has a responsibility to contribute to a safe environment and to act in ways that protect others from harm.

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## **9. Appropriate Behaviour with Children and Adults at Risk**

When working with or around children, young people, or adults at risk, individuals must:

- Treat them with respect and dignity at all times
- Listen to and take their views seriously
- Maintain clear and appropriate boundaries
- Be aware of power imbalances
- Encourage independence where appropriate

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## **10. Behaviour That Is Not Permitted**

The following are strictly prohibited:

- Physical contact that is inappropriate or unnecessary
- Being alone with a child or adult at risk where this can be avoided
- Engaging in sexualised behaviour, language, or jokes
- Favouritism or singling someone out for special treatment
- Giving gifts or money without agreement
- Sharing personal contact details or connecting on social media without consent and clear purpose
- Taking photographs or videos without appropriate consent

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## **11. Physical Contact**

- Physical contact should only take place when necessary for safety, care, or support
- Consent should always be sought where possible
- Contact should be minimal, appropriate, and in the presence of others

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## **12. Communication and Online Safety**

- Communication should be open, appropriate, and transparent
- Private or secretive communication with children or adults at risk is not permitted
- Garden-related communication should use agreed channels

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## **13. Responding to Safeguarding Concerns**

Everyone must:

- Be alert to signs of abuse or neglect
- Take disclosures seriously
- Not promise confidentiality
- Report concerns immediately in line with the Safeguarding Policy

Failure to report a safeguarding concern may itself be treated as a serious matter.

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## **14. Whistleblowing**

Anyone who is concerned about unsafe or inappropriate behaviour by others is encouraged to report this. Concerns will be taken seriously and handled sensitively.

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# **PART C: BREACHES OF THE CODE**

## **15. Breaches of the Code of Conduct**

Failure to follow this Code may result in:

- Informal discussion or guidance
- Further action under the Disciplinary Procedure
- Suspension or removal from garden activities (in serious cases)

Safeguarding concerns will always take priority and may involve external agencies.

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## **16. Support and Fairness**

The Sanctuary Garden is committed to:

- Handling concerns fairly and proportionately
- Offering support where issues arise
- Making reasonable adjustments where needed

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## **17. Review of the Code**

This Code of Conduct will be reviewed every **two years**, or sooner if:

- There is a safeguarding incident
- Legislation or guidance changes
- Garden activities change

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Version 1.0

Date: October 2025

Approved by: The Sanctuary Garden Management Committee

Review Date: October 2026

# The Sanctuary Garden

## Code of Conduct – Volunteer / Member / Staff

### **Purpose:**

To ensure everyone at The Sanctuary Garden is safe, respected, and treated fairly, and that our garden remains welcoming and inclusive for all.

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### **1. I will:**

- Treat everyone with respect, kindness, and fairness
- Follow all garden policies, including Safeguarding, Health & Safety, and Equal Opportunities
- Take care of my own safety and that of others
- Use tools and equipment safely and responsibly
- Report accidents, hazards, or safeguarding concerns promptly
- Maintain confidentiality about personal information

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### **2. I will not:**

- Engage in bullying, harassment, or discrimination
- Use inappropriate language, violence, or threats
- Behave in a way that endangers anyone or breaks garden rules
- Have inappropriate contact with children or adults at risk
- Take photos, videos, or share personal information without consent

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### **3. Safeguarding Commitment**

- I will act in a way that protects children, young people, and adults at risk
- I will maintain clear boundaries and never abuse my position
- I will report any safeguarding concerns immediately to a committee member

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### **4. Understanding and Agreement**

I have read and understood this Code of Conduct. I agree to follow it while participating in The Sanctuary Garden's activities. I understand that serious breaches may result in suspension or removal from activities.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Witness / Committee Member (print): \_\_\_\_\_**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_