

The Sanctuary Garden

Code of Conduct

(Including Safeguarding Code of Conduct)

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.

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.

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.

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.

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.

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: _____