



Code of Conduct Policy & Procedure

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1. Policy Statement

Wild Embers is committed to providing a safe, respectful, and inclusive environment for all children, young people, staff, volunteers, and partners.

We recognise that maintaining high standards of conduct is essential to:

- Safeguarding children and young people
- Protecting the wellbeing of our team
- Maintaining trust with families, partners, and communities
- Upholding the reputation and integrity of Wild Embers

All individuals representing Wild Embers are expected to act in accordance with:

- This Code of Conduct
- Wild Embers policies and procedures
- Applicable legislation and safeguarding requirements
- Our organisational values

Wild Embers Values

Our values underpin all behaviour and decision-making:

- **Honesty** – integrity, trustworthiness, fairness
- **Respect** – empathy, inclusion, dignity
- **Responsibility** – accountability, courage, service
- **Caring** – compassion, kindness, generosity

Failure to meet this Code of Conduct is also a failure to uphold our values.

2. Purpose and Scope

2.1 Purpose



This policy aims to:

- Define expected standards of behaviour
- Promote a safe and positive organisational culture
- Support ethical decision-making
- Provide clear guidance on acceptable and unacceptable conduct
- Outline consequences of breaches

2.2 Scope

This policy applies to:

- Employees (permanent, temporary, and casual)
- Volunteers
- Governors and Directors
- Contractors and consultants
- Any individual representing Wild Embers

This Code applies:

- During working hours
- At all work-related activities (including trips, events, and training)
- In online environments
- Outside of work where conduct impacts Wild Embers

3. Key Principles

All individuals must:

- Act professionally, ethically, and with integrity
 - Prioritise the safety and wellbeing of children and young people
 - Treat others with dignity and respect
 - Take responsibility for their actions
 - Follow lawful and reasonable instructions
 - Use judgement aligned with Wild Embers values
-



4. Roles and Responsibilities

4.1 Directors

Directors are responsible for:

- Approving and reviewing this policy
- Ensuring implementation and compliance
- Addressing breaches appropriately
- Promoting a culture of accountability and safeguarding

4.2 Managers and Leaders

Managers must:

- Model expected behaviours
- Provide guidance and support
- Address concerns promptly
- Ensure staff understand this policy

4.3 All Staff, Volunteers, and Representatives

All individuals must:

- Comply with this Code
- Report concerns or breaches
- Act in the best interests of children and young people
- Maintain professional boundaries

5. Code of Conduct Standards

5.1 Professional Conduct

You must:

- Behave in a professional and responsible manner at all times



- Follow lawful and reasonable instructions
 - Avoid conduct that may damage Wild Embers' reputation
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5.2 Compliance with Law

You must:

- Comply with all relevant UK laws and regulations
- Inform leadership of any criminal charges that may affect your role

You must not:

- Engage in criminal activity related to your role or that impacts Wild Embers
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5.3 Respectful Behaviour

You must:

- Treat all individuals with respect and dignity
- Promote inclusion and diversity
- Value different perspectives

You must not:

- Discriminate, bully, harass, or victimise others
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5.4 Safeguarding Children and Young People

You must:

- Prioritise safety and wellbeing at all times
- Maintain appropriate professional boundaries
- Follow safeguarding procedures and report concerns immediately
- Ensure interactions are appropriate, safe, and transparent



You must not:

- Engage in inappropriate or unnecessary physical contact
 - Be alone with a child unless risk assessed and authorised
 - Ignore or fail to report safeguarding concerns
-

5.5 Health, Safety and Wellbeing

You must:

- Follow health and safety procedures
- Report hazards or unsafe practices
- Ensure you are fit to work

You must not:

- Act in a way that endangers yourself or others
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5.6 Drugs and Alcohol

You must:

- Be fit for duty at all times

You must not:

- Attend work under the influence of drugs or alcohol
 - Consume substances during work unless explicitly authorised
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5.7 Conflicts of Interest

You must:

- Declare any actual, potential, or perceived conflicts of interest
- Act in the best interests of Wild Embers



You must not:

- Use your role for personal gain
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5.8 Communication and Public Representation

You must:

- Communicate respectfully and professionally
- Obtain approval before speaking publicly on behalf of Wild Embers

You must not:

- Misrepresent Wild Embers
 - Share harmful or inappropriate content
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5.9 Use of Technology and Social Media

You must:

- Use IT systems responsibly and securely
- Protect confidential information

You must not:

- Access or share inappropriate content
 - Post content that could damage Wild Embers or others
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5.10 Confidentiality

You must:

- Protect sensitive and confidential information
- Use information only for authorised purposes



You must not:

- Disclose confidential information without permission
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5.11 Property and Resources

You must:

- Use resources responsibly
 - Return all property upon leaving
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5.12 Honesty and Integrity

You must:

- Act honestly at all times
- Report concerns or misconduct

You must not:

- Engage in fraud, theft, or dishonest behaviour
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5.13 Conduct Outside Work

You must:

- Ensure your behaviour outside work does not negatively impact Wild Embers

You must not:

- Engage in conduct that damages trust, safety, or reputation
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6. Reporting Concerns and Breaches



You must:

- Report any concerns, safeguarding issues, or breaches immediately

Reports should be made to:

- A Manager or Director
- An alternative senior contact if necessary

Wild Embers will:

- Treat reports seriously and confidentially
- Protect individuals from victimisation

False or malicious reports may result in disciplinary action.

7. Breaches and Disciplinary Action

Failure to comply with this Code may result in:

- Informal action
- Formal disciplinary procedures
- Termination of employment or engagement

Serious breaches (especially safeguarding) may result in:

- Immediate suspension
 - Referral to external authorities
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8. Monitoring, Review and Compliance

- This policy will be reviewed every **three years** or sooner if required
- Compliance will be monitored through:
 - Induction processes
 - Training records



- Audits and supervision

9. Related Policies

This Code should be read alongside:

- Safeguarding Policy
- Health & Safety Policy
- Equality, Diversity & Inclusion Policy
- Complaints & Grievance Policy
- Confidentiality Policy
- Disciplinary Policy

10. Document Control

DATE WRITTEN/REVIEWED	WRITTEN BY	APPROVED BY DIRECTORS
30/09/20	Richard Scofield	Dawn Shade
30/09/21	Richard Scofield	Dawn Shade
15/09/22	Mel Triggs	Richard Scofield
07/09/23	Alex Goswick	Richard Scofield
30/09/24	Alex Goswick	Richard Scofield
06/05/2025	Richard Scofield	Adam Rasmussen
20/04/2026	Rachael Miles	Richard Scofield

Next Review Date: September 2027

Final Note

This Code of Conduct is not exhaustive. Individuals are expected to apply sound judgement and act in line with Wild Embers' values at all times.