



Staff Code of Conduct

OUT ON THE DOWNS (Trading name of OUTDOORS ON THE DOWNS LTD)

1. Purpose

This Code of Conduct outlines the expectations and responsibilities of all staff working with OUT ON THE DOWNS. It ensures a safe, respectful, and professional environment for all participants, colleagues, and stakeholders.

2. Scope

This Code applies to all staff, contractors, and volunteers representing OUT ON THE DOWNS in any capacity.

3. Professional Behaviour

- Maintain high standards of professionalism and integrity.
- Be punctual, prepared, and appropriately dressed for all activities.
- Communicate respectfully with participants, colleagues, and partners.

4. Safeguarding and Welfare

- Prioritise the safety and wellbeing of all young people.
- Follow safeguarding procedures and report concerns immediately.
- Maintain appropriate boundaries with participants at all times.

5. Whistleblowing and Reporting Concerns

OUT ON THE DOWNS is committed to maintaining the highest standards of integrity and accountability. All staff have a duty to report any concerns about the safety or wellbeing of participants, or any suspected misconduct, malpractice, or breaches of policy.

Staff should report concerns promptly to the Designated Safeguarding Lead (DSL) or a senior manager. Reports will be treated confidentially and in accordance with our Child Protection and Safeguarding Policy. No staff member will suffer any detriment for raising a concern in good faith.

If the concern involves a safeguarding issue, it must be reported immediately in line with the Safeguarding Policy. All staff are expected to be familiar with the reporting procedures and to act without delay when a concern arises.

6. Health and Safety

- Adhere to all health and safety protocols.
- Report hazards, incidents, or near misses promptly.
- Use equipment responsibly and ensure participants do the same.

7. Inclusivity and Respect

- Treat everyone with dignity and respect regardless of background, ability, or belief.
- Promote an inclusive and supportive environment.
- Challenge discriminatory behaviour or language.

8. Confidentiality and Data Protection

- Respect the confidentiality of participant and organisational information.
- Comply with GDPR and data protection policies.

9. Substance Use and Conduct

- Do not consume alcohol or illegal substances during working hours or while responsible for participants.
- Avoid behaviour that could bring OUT ON THE DOWNS into disrepute.

10. Social Media and Representation

- Use social media responsibly and in line with company values.
- Do not share images or information about participants without consent.

11. Breaches of the Code

Breaches of this Code may result in disciplinary action, including termination of engagement. Serious breaches may be referred to external authorities.

12. Declaration

I have read, understood, and agree to abide by the Staff Code of Conduct of OUT ON THE DOWNS.

Print Name:

Signature: _____

Date: