



Scottish Community Drama

HOW TO CREATE A CODE OF CONDUCT FOR EVERYONE

NATIONAL DRAMA ADVISOR
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WHAT THIS PRESENTATION WILL COVER

- An overview of what a Code of Conduct is
- Some pointers on how to create your own code of conduct
- Useful Resources and Links

A CODE OF CONDUCT

SETS OUT CLEARLY WHAT A CLUB EXPECTS

FROM EVERYONE

AND

WHAT PARTICIPANTS CAN EXPECT FROM

THE CLUB

WHY DO WE NEED A CODE OF CONDUCT?

- It ensures that everyone has the same understanding
- It's clear about consequences
- It's aligned to the club's values

HOW DO WE GO ABOUT CREATING OUR OWN CODE OF CONDUCT?

- Learn from the past
- Just do it and be prepared to adjust it as you go – you can't foresee every eventuality
- **BE SPECIFIC**

HOW DO WE GO ABOUT CREATING OUR OWN CODE OF CONDUCT - SOME USEFUL THINGS FOR A CLUB TO CONSIDER?

- What can you expect from us and how we will make sure it happens
- What do we expect from you and what is not acceptable
- How do we expect you to treat each other
- What happens when something goes wrong

HOW DO WE GO ABOUT CREATING OUR OWN CODE OF CONDUCT - SOME USEFUL THINGS FOR A CLUB TO CONSIDER?

- What additional things do we need to think about in terms of appropriate behaviour where adults are sharing activities with young people - this is not restricted to people in regulated roles (See Safeguarding and Child Protection Policy guidance slides)
- What additional expectations do we have of young people towards each other, particularly thinking of the implications of things like social media, consumption of alcohol, inappropriate contact/relationships with each other and with adults

DO WE NEED SEPARATE CODES OF CONDUCT FOR ADULTS AND YOUNG PEOPLE?

- Do what is right for your club.
- If you are running regular activity for young people, remembering that an annual pantomime would be considered regular if it happens every year, there are some things that might feel more specific to young people, but it may work better for you to have one policy that is transparent for everyone

WHO SHOULD CREATE THIS POLICY AND WHERE SHOULD WE KEEP IT?

- Usually the board of Trustees or a Committee, would create policies. It might be a good idea to circulate amongst the members before finalising.
- Everyone actively participating should have access to the policy and reminders regularly sent, perhaps at the beginning of a production. You should also have a communication plan for new members
- Give consideration about whether you want this to be publicly available - it would show the outside world that you care about your members.

USEFUL EXAMPLES OF CODE OF CONDUCT IN COMMUNITY GROUPS

- SCDA Code of Conduct can be found on the website
- The Big Local
<https://localtrust.org.uk/big-local/programme-guidance/code-of-conduct/>
- Bromley Little Theatre <https://bromleylittletheatre.org/code-of-conduct/>
- Hidden Door Arts have a comprehensive page on their website giving access to their policies <https://hiddendoorarts.org/about/policies/>

USEFUL EXAMPLES OF CODE OF CONDUCT YOUTH THEATRE

- Craic Youth Theatre

<https://craicartscentre.co.uk/wp-content/uploads/2019/08/Code-of-Conduct-for-Youth-Theatre-PDF-final-with-logo.pdf>

- Gantry Youth Theatre

<https://www.gantryyouththeatre.org.uk/policies/>