

South West Philharmonia & Chorus

Code of Conduct

Policy Version: 2.0

Date Adopted: 17.12.2025

Review Frequency: Annually

Next Review Due: September 2026

Approved by: Senior Leadership Team (SLT)

1. Purpose of the Code of Conduct

This Code of Conduct sets out the standards of behaviour expected of everyone involved in South West Philharmonia & Chorus (SWPC).

It exists to:

- Create a safe, respectful and inclusive environment
- Protect children, young people and vulnerable adults
- Support positive, high-quality music-making
- Provide clarity on acceptable and unacceptable behaviour
- Ensure alignment with SWPC's safeguarding, safety and governance policies

All individuals associated with SWPC are required to comply with this Code at all times.

2. Who This Code Applies To

This Code applies to:

- Performers and participants
- Children and young people
- Parents and carers (where applicable)
- Staff, freelancers and volunteers
- Members of the Management Team
- Members of the Senior Leadership Team
- Audience members, supporters and guests
- Contractors, photographers, videographers and third parties

It applies across **all SWPC activity**, including rehearsals, performances, tours, travel, social events, digital spaces and online communication.

3. Core Behavioural Expectations

Everyone involved with SWPC is expected to:

- Treat others with dignity, respect and courtesy
- Act with honesty, integrity and professionalism
- Behave in a way that reflects positively on SWPC
- Respect difference and value diversity
- Take responsibility for their actions and their impact on others

Music-making only thrives in environments where people feel safe, respected and valued.

4. Safeguarding and Duty of Care

SWPC places the highest priority on safeguarding.

All individuals must:

- Follow SWPC Safeguarding and Digital Communication Policies
- Maintain appropriate professional boundaries at all times
- Never place themselves or others in compromising situations
- Report safeguarding concerns immediately to a Safeguarding Lead or SLT member

Private or informal behaviour that blurs boundaries, particularly involving under-18s, is not acceptable.

Safeguarding is everyone's responsibility.

5. Equality, Diversity and Inclusion

SWPC is committed to equality, diversity and inclusion in all areas of its work.

Everyone must:

- Treat others fairly and without discrimination
- Use inclusive, respectful language
- Be mindful of different lived experiences
- Challenge discriminatory or exclusionary behaviour where it is safe to do so

Discrimination, harassment, bullying or victimisation will not be tolerated.

6. Professional Boundaries and Relationships

All adults involved with SWPC must:

- Maintain clear and appropriate boundaries

- Avoid favouritism or exclusion
- Never abuse a position of trust or authority
- Follow safeguarding, digital and photography policies

Romantic, sexual or inappropriate relationships between adults and under-18s are strictly prohibited.

7. Health, Safety and Welfare

Everyone involved with SWPC must:

- Take reasonable care of their own health and safety
- Consider the safety of others
- Follow health and safety instructions and emergency procedures
- Report hazards, accidents and near misses promptly

Unsafe, reckless or disruptive behaviour will be addressed immediately.

8. Digital Conduct and Communication

All digital and online behaviour must:

- Reflect the same standards as in-person conduct
- Comply with SWPC Digital, Safeguarding and GDPR Policies
- Respect privacy and confidentiality
- Avoid abusive, discriminatory or inappropriate content

Direct private messaging with under-18s is prohibited.

9. Photography, Filming and Media

Everyone must:

- Comply with SWPC Photography, Filming & Media Policy
- Respect consent decisions at all times
- Not take or share images of under-18s on personal devices or social media
- Follow instructions regarding photography and filming at events

Unauthorised or inappropriate recording may result in removal from an event.

10. Data Protection and Confidentiality

All individuals must:

- Respect confidentiality and privacy
- Handle personal data responsibly
- Not share personal or sensitive information without permission
- Follow SWPC GDPR and Data Protection Policy

Breaches of data protection may be treated as serious misconduct.

11. Alcohol, Drugs and Smoking

- Alcohol must not be consumed during rehearsals or performances unless explicitly authorised
- Illegal drugs are strictly prohibited

- Smoking and vaping are only permitted in designated areas and never around children
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12. Raising Concerns and Complaints

Concerns about behaviour, safety or welfare should be raised promptly.

Concerns may be raised with:

- A member of the Management Team
- A Safeguarding or Welfare Lead
- A member of the Senior Leadership Team

Concerns will be handled in line with SWPC's **Complaints Policy**. No individual will be penalised for raising a genuine concern in good faith.

13. Breaches of the Code of Conduct

Breaches of this Code may result in:

- Informal discussion or guidance
- Formal warning
- Removal from a rehearsal, event or activity
- Suspension or termination of involvement with SWPC
- Referral to external authorities where required

Action taken will be proportionate to the seriousness of the breach.

14. Responsibility and Accountability

Senior Leadership Team (SLT)

- Holds overall accountability for this Code
- Ensures implementation, enforcement and annual review

Management Team

- Embeds this Code into day-to-day activity
- Responds to concerns and incidents appropriately

Everyone Involved with SWPC

- Is responsible for upholding this Code
 - Contributes to a safe, respectful and inclusive culture
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15. Review and Approval

This Code of Conduct will be:

- Reviewed annually by the Senior Leadership Team
 - Updated following incidents, learning or policy changes
 - Communicated clearly to all relevant parties
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16. Declaration

By participating in, working with or attending SWPC activities, individuals agree to abide by this Code of Conduct and all associated SWPC policies.
