

## Escape Arts Organisational Code of Conduct

At Escape Arts, we strive to create an environment in which everyone can thrive creatively, feel good about their achievements and feel able to contribute individually and equally.

The following Code of Conduct was created in collaboration with Escape Arts beneficiaries.

**Code of Conduct** - All members of the organisation, staff, participants, trustees and volunteers are expected to conduct themselves in a lawful safe and responsible manner that:

- Respects the rights of others and values their diversity
- Always treat everyone with kindness, compassion and courtesy
- Respect individual personal space and treat everyone as they wish to be treated
- Demonstrate integrity and openness in all relationships
- Maintains confidentiality
- Allows everyone to make their own choices
- Enables others to feel good about their achievements
- Maintains group cooperation and ensures everybody can enjoy the session
- Uses social media responsibly when representing Escape Arts

This code of conduct applies to projects both in person and online, including communicating using project social media groups such as WhatsApp. Escape Arts also has a Code of Conduct specifically for project WhatsApp groups.

Everyone is given a copy of this Code of Conduct when joining Escape Arts. For beneficiaries joining an Escape Arts community group, the Project Coordinator will go through this Code of Conduct with them to ensure it is understood and adhered to.

### Access

As a charity, Escape Arts does not have the resources to provide one-to-one support. Participants are welcome to 'drop in' to the project and access a free workshop to see if the project is right for them. If participants are not able to access Escape Arts activities independently, we can give advice and help on how to obtain the required funding or resources for the appropriate support. For this to happen we ask participants, families, keyworkers or carers to:

- Complete a membership and project referral form.
- Make staff aware of any additional needs participants may have, including medical information needed to ensure safety and wellbeing.
- With Escape Arts guidance, arrange identified support to be sought through provision of an external support worker or to access funding to enable Escape Arts

- to provide a one-to-one worker.
- Liaise with the Escape Arts project staff to ensure the level participation is manageable and enables full contribution to the group activities. If participants are not engaging with the project activity, Escape Arts will identify and signpost to more suitable alternatives.
- Abide by the general code of conduct outlined above, ensuring participation does not affect the delivery of the project activities and the enjoyment of everybody within the group. Whilst every effort will be made by all at Escape Arts to facilitate participation, Escape Arts reserves the right to withdraw membership for anyone who does not abide by the general code of conduct.
- Understand and agree that abuse (verbal, physical or emotional) of Escape Arts staff or volunteers will not be tolerated under any circumstances, and will result in membership and participation being temporarily or permanently withdrawn pending a review on a case-by-case basis

**This policy and procedure was adopted:** 22<sup>nd</sup> July 2024

To be reviewed every two years.

**Date of Review:** July 2026