

Little Red Kettle

Code of Conduct and Behaviour

Document Control

Organisation: Little Red Kettle

Document Title: Code of Conduct and Behaviour

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Approved By: The Board of LRK

Related Documents: Child Safeguarding Policy, Child Safeguarding Statement, Complaints Procedure, Health & Safety Policy

1. Purpose

Little Red Kettle is committed to creating a safe, respectful, inclusive, and positive environment for all children, young people, staff, volunteers, artists, facilitators, audiences, participants, and visitors.

This Code of Conduct and Behaviour outlines the standards of behaviour expected from all individuals involved in Little Red Kettle activities and programmes.

The purpose of this Code is to:

- Promote respectful and safe behaviour
- Protect children and vulnerable participants
- Support positive working relationships
- Maintain professional boundaries
- Reduce the risk of harm, bullying, discrimination, or misconduct
- Ensure organisational values are upheld

2. Scope

This Code applies to:

- Employees
- Volunteers
- Freelance artists and facilitators
- Board members
- Contractors
- Placement students
- Partner organisations
- Participants involved in Little Red Kettle activities

The Code applies during:

- Workshops and rehearsals
- Performances and events
- Outreach activities
- Online engagement and digital communication
- Travel associated with organisational activities
- Any activity undertaken on behalf of Little Red Kettle

3. Core Values

Everyone involved with Little Red Kettle is expected to uphold the following values:

- Respect
- Inclusion
- Safety
- Creativity
- Integrity
- Accountability
- Collaboration
- Kindness

4. Expected Standards of Behaviour

All individuals must:

- Treat others with dignity and respect
- Promote inclusive and welcoming environments
- Behave professionally and responsibly
- Respect personal boundaries
- Listen to and value the views of children and young people
- Support equality and diversity
- Follow safeguarding and health & safety procedures
- Use appropriate language and behaviour at all times
- Respect confidentiality where appropriate
- Report concerns or incidents promptly

5. Behaviour Towards Children and Young People

Adults working with children and young people must:

- Prioritise the welfare and safety of children
- Maintain appropriate professional boundaries
- Avoid favouritism
- Encourage participation and confidence
- Communicate respectfully and appropriately
- Use age-appropriate language and behaviour

- Ensure activities are appropriately supervised
- Follow safeguarding procedures at all times

Adults must not:

- Engage in inappropriate physical contact
- Use abusive, threatening, humiliating, or discriminatory language
- Bully, intimidate, shame, or ridicule a child
- Spend unnecessary time alone with a child
- Communicate privately with children through personal social media accounts
- Exchange personal contact details unless authorised
- Take photographs or videos without consent
- Consume alcohol or drugs while responsible for children
- Engage in any behaviour that could be perceived as exploitative, unsafe, or inappropriate

6. Anti-Bullying and Respectful Behaviour

Little Red Kettle does not tolerate:

- Bullying
- Harassment
- Intimidation
- Discrimination
- Racism
- Sexism
- Homophobia or transphobia
- Ableism
- Cyberbullying
- Verbal or physical aggression

All individuals are expected to contribute to a culture of respect and inclusion.

Concerns regarding bullying or inappropriate behaviour should be reported promptly.

7. Online Conduct and Digital Communication

All online communication connected to Little Red Kettle must be respectful, safe, and professional.

Personnel must:

- Use approved communication channels
- Maintain professional boundaries online
- Follow safeguarding procedures during online engagement
- Respect privacy and confidentiality
- Avoid posting inappropriate or offensive content

Personnel must not:

- Engage in private or secret communication with children
- Share inappropriate content
- Use organisational platforms for harassment or bullying
- Share confidential information online
- Post images of children without consent

8. Photography, Filming, and Media

Photography and filming involving children and participants must:

- Follow organisational consent procedures
- Respect privacy and dignity
- Be appropriate to the activity
- Use approved organisational channels where possible

Images or recordings must not be used in a manner that places children or participants at risk.

9. Health and Safety

All individuals are expected to:

- Follow health and safety guidance
- Report hazards, accidents, or incidents
- Use equipment safely
- Cooperate during emergencies
- Support safe working practices

Unsafe behaviour may result in removal from activities or further disciplinary action.

10. Substance Use

Alcohol, illegal drugs, or misuse of substances are prohibited during activities involving children and young people.

Individuals must not:

- Attend activities under the influence of drugs or alcohol
- Supply alcohol, drugs, or prohibited substances to participants
- Smoke or vape in prohibited areas or around children

Prescription medication should be managed responsibly and safely.

11. Confidentiality and Data Protection

Confidential information obtained through organisational activities must be handled appropriately and in line with GDPR requirements.

Individuals must:

- Respect privacy
- Store information securely
- Share information only where necessary and appropriate
- Follow safeguarding reporting procedures

Confidentiality cannot be guaranteed where a safeguarding concern exists.

12. Reporting Concerns

All safeguarding, behavioural, health and safety, or misconduct concerns must be reported promptly to the appropriate person within Little Red Kettle.

This may include:

- The Designated Liaison Person (DLP)
- A manager or supervisor
- Event lead personnel

All reports will be handled appropriately and confidentially.

13. Breaches of the Code

Breaches of this Code may result in:

- Verbal warning
- Removal from activities
- Further investigation
- Suspension of duties
- Termination of involvement with Little Red Kettle
- Referral to statutory authorities where appropriate

Serious breaches involving safeguarding concerns will be managed in accordance with Child Safeguarding Procedures.

14. Commitment to Inclusion and Equality

Little Red Kettle is committed to:

- Equal opportunity
- Accessibility
- Diversity and inclusion

- Respect for individual identity and experience

Discriminatory behaviour will not be tolerated.

15. Review

This Code of Conduct and Behaviour will be reviewed annually and updated where necessary.

16. Acknowledgement

All staff, volunteers, facilitators, contractors, and relevant personnel are expected to read and agree to this Code of Conduct and Behaviour.

Acknowledgement Form

Name	Role	Signature	Date
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