



Code of Conduct

Introduction

This Code of Conduct sets out the expectations for everyone involved with Actcessible, including trustees, freelancers, volunteers, and staff. It reflects our commitment to building an inclusive, safe, and respectful environment for all participants, whether in a school, theatre, hospital ward, or digital space.

Everyone connected to Actcessible has a role to play in upholding our values, ensuring the safety of others, and protecting the reputation and integrity of our work.

Core Values

- **Respect:** Treat everyone with dignity, regardless of background, identity, or ability. Listen to lived experience and communicate with kindness.
- **Inclusion:** Proactively support access and participation. Advocate for those excluded from arts and cultural spaces.
- **Integrity:** Be honest, accountable, and professional in your actions. Represent Actcessible with transparency.
- **Consistency:** Uphold our values in every space, interaction, and project. Be dependable in your actions and aligned with our mission.
- **Safety:** Prioritise safeguarding and wellbeing in every context, particularly where children or adults at risk are present.

Professional Conduct

All Actcessible team members are expected to:

- Act in the best interests of Actcessible and those we serve
- Maintain appropriate boundaries with children, families, and colleagues
- Declare any actual or potential conflicts of interest to a trustee or manager
- Use Actcessible approved communication channels, such as email and work numbers, not personal messaging apps for professional matters
- Arrive punctually and fulfil agreed responsibilities
- Follow safeguarding procedures and report concerns immediately

Respect, Equity and Inclusion

As a charity centred on accessibility and the rights of disabled people, we expect:

- Respectful behaviour and language at all times, including in rehearsals, meetings, and social media
- Active efforts to remove or reduce barriers for participants and team members
- A willingness to listen and adapt if someone flags an access issue
- Recognition that one size fits all approaches rarely serve our communities. Flexibility matters
- A proactive approach to allyship and co creating inclusive spaces with those affected

Discriminatory behaviour, ableism, harassment, or bullying will not be tolerated.

Confidentiality

You may learn personal or sensitive information during your time with Actcessible, for example access needs, safeguarding issues, or personal contact details. This information must be:

- Treated as confidential
- Only shared with people who have a legal or professional need to know
- Stored securely and disposed of appropriately

Breach of confidentiality could lead to dismissal or further action.

Safeguarding Responsibility

Safeguarding is everyone's responsibility, not just the DSL's.

You must:

- Report any concern, disclosure, or worry, no matter how small
- Avoid making promises of secrecy
- Complete any required training or induction before working with children or adults at risk
- Uphold Actcessible's Safeguarding Policies at all times

Reporting Breaches or Concerns

You are encouraged to speak up if:

- You witness or experience misconduct or discrimination
- Someone breaches this Code of Conduct
- You are unsure whether something is appropriate

Report concerns to a Designated Safeguarding Lead (DSL) or email safeguarding@actcessible.co.uk. Concerns will be taken seriously and handled with discretion.

Depending on the situation, breaches may lead to suspension or removal from your role.

Agreement

By working or volunteering with Actcessible, you agree to:

- Uphold this Code of Conduct
- Treat others with dignity and respect
- Support the inclusion and wellbeing of all participants
- Raise concerns appropriately when something isn't right

This Code may be updated periodically and is part of our commitment to safeguarding and equitable practice.

This policy was originally adopted by the Actcessible Board of Trustees on: 28/07/2025

This policy was last reviewed, amended and approved by the Actcessible Board of Trustees on: 05/08/2026

To be reviewed annually or as needed.

Signed: James Michael Dean, Chair of Trustees

Date: 05/08/2026