

Brookfield Spaceplace Code of Conduct

INFORMATION FOR VOLUNTEERS, STAFF and TRUSTEES.

Introduction

This policy is designed to provide information and guidance for everyone on the issues of conduct in and around our building (also on trips). It complements our bullying policy and outlines action to be taken against perpetrators of inappropriate behaviour.

The longevity of our project has been established around our efforts to develop trusting relationships with people in the local area. Our positive reputation is built around the fact that people feel safe here, know they are going to be treated fairly and that we treat everyone as equals. All of which conveys that we treat people with respect and decent behaviour is absolutely central to this. We do understand that we need to balance this with the fact that locally there is a wide range of what people might describe as tolerable behaviour, however there is a legal guide too.

The Equality Act 2010 replaces previous anti-discrimination laws with a single Act. A key provision is a new public sector Equality Duty, which came into force on 5 April 2011. It replaces the three previous public sector equality duties for race, disability and gender, and covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Duty has three aims. It requires public facilities like ours to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act
- Advance equality of opportunity between people who share a protected characteristic (see page 5 for definition) and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it.

Any individual may choose to use our facilities irrespective of race or colour, sex or sexual orientation, political or religious opinion provided that no such individual shall in any way ascribe to views or opinions which are expressly racist or sexist. The people that work at or use Soundskills facilities & services are very diverse and are asked to treat each other with respect.

Brookfield Spaceplace is part of the local community and as such should welcome everyone from the area. Any information it receives concerning unacceptable behaviour by an individual or group needs to be appropriately investigated. In such circumstances access to Soundskills may be declined, while it's being looked into. However they do have the right to make written representations to the Management Committee in response to a refusal of access and (if the Management Committee in their absolute discretion agree) may be allowed to make oral representations. The Management Committee shall consider any

reasonable representations made and may exercise their discretion to reverse the refusal of access but if the Management Committee decide to confirm the refusal of access that decision shall be final.

It is the responsibility of volunteers, staff & trustees to:

1. Act within the Constitution and the law - being aware of the contents of the Soundskills Centre's governing documents and the law as it applies to the UK around equality.
2. Work considerately and respectfully with all - respecting diversity, different roles and boundaries, and avoiding giving offence.
3. Act in the best interest of the Soundskills Centre as a whole - considering what is best for the organisation and its beneficiaries and avoiding bringing the Centre's name into disrepute.
4. Manage conflicts of interest effectively - registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
5. Respect confidentiality - understanding what confidentiality means in practice for the Centre's name, its Committee and the individuals involved with it.
6. Act jointly and accept a majority decision at Annual and Special General Meetings - making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.

Volunteers, staff & trustees are expected to honour the content and spirit of this Policy and make the following personal commitments

Personal Commitments

1. I will endeavour to work considerately and respectfully with all those I come into contact with at Soundskills and when on a trip organised by Brookfield Spaceplace. I will respect diversity, different roles and boundaries, and avoid giving offence.
2. I will not make public comments about the organisation unless authorised to do so. Any public comments I make about Brookfield Spaceplace will be considered in line with organisational policy.
3. I understand that a substantial breach of any part of this code may result in procedures being put in motion that may result in my being suspended from my duties. The Board of Trustees shall have the power to suspend any individual member of the Board of Trustees by a vote of no confidence passed by a simple majority, for behaviour not conducive to achieving the objects of the Soundskills Centre and for hindering the work of the organisation.
4. Should this happen I understand that this decision must be put to a special general meeting within 6 weeks of suspension and that the organisation must give

21 days written notification to all trustees of the holding of a Special General Meeting.

5. If I wish to cease being a member of the Soundskills team I will inform the Chairperson in advance in writing.

Accessibility

All our activities whether held outside or at the Soundskills centre are accessible to wheelchair users, as we have a lift to the first floor. When there are more than 40 people at an event we aim to use a PA system and a hearing loop.

When we organise outings for our members we provide free places for carers of members who can only attend if they bring a carer.

We are committed to ensuring that any beneficiary of our services is able to attend our activities, so we will reassess our access requirements to meet the needs of new tenants.

Diversity

We will organise a range of events and activities to suit the interests and meet the needs of the variety of people that live locally.

Although the range of ethnicities locally is small we proactively go out of our way to engage residents from other countries - presently our music & photography studios are working with people from Asia, Africa & Eastern Europe.

The Organisation is open to new ideas, and particularly prioritising opportunities for residents to share their cultural heritage with one another and broaden the minds of more Nationalist thinking White British residents. At one time there was a local EDL faction operating and we have worked hard to dispel such viewpoints.

Inclusion and respect

Every beneficiary should be made to feel equally welcome and included at all our activities.

Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment, and have no place amongst our services.

We also work a great deal with vulnerable people who are on difficult journeys including self medication through drink & drugs, criminal activity and anti social behaviour. We encourage everyone here to be open-minded to such behaviour and not judge people who are trying to improve their difficult situation. Nobody has ultimate moral superiority here.

If you have any questions about or issues with how people behave in our organisation, please get in touch with us.

Who to contact: The Chair of the Trustees (or The Trustees)

Address: Brookfield Spaceplace
Soundskills

7-9 Langcliffe Rd
Ribbleton
PRESTON
PR2 6UE

E-mail: soundskills@outlook.com

Telephone: 01772 705912

This policy will be reviewed every 2 years

Date: 1st May 2024

Signed: Debbie Raby (trustee)