



The Watmough Memorial Hall

Charity number: 521979

Also known as: **Saxilby Village Hall** (Working Name)

Code of Conduct Policy

Document Review History

None known

This Document Ref: SVH/CoCP

Status: approved

Version: 1

Date of approval: 23/06/2026

Date of next review: June 2027

Version Control:

Version: 1

Amended by: Secretary

Details of amendments:

None

1. Policy Statement

The Management Committee of Saxilby Village Hall is committed to maintaining a safe, welcoming, inclusive, and respectful environment for all users of the village hall.

This Code of Conduct sets out the standards of behaviour expected from committee members, volunteers, staff, hirers, contractors, and all users of the hall.

2. Purpose

The purpose of this policy is to:

- Promote respectful and considerate behaviour.
- Ensure Saxilby Village Hall remains a safe and welcoming community facility.
- Protect the reputation and effective operation of Saxilby Village Hall.
- Provide clear expectations for all users of the premises.

3. Scope

This policy applies to:

- Management Committee members.
- Volunteers.
- Staff.
- Hall hirers and event organisers.
- Contractors and suppliers.
- Visitors and participants attending activities at the hall.

4. Expected Standards of Behaviour

All persons using or representing Saxilby Village Hall are expected to:

- Treat others with dignity, courtesy, and respect.
- Act honestly and with integrity.
- Promote an inclusive environment free from discrimination.
- Respect differing opinions and viewpoints.

- Follow all Saxilby Village Hall policies and procedures.
- Comply with health and safety requirements.
- Take reasonable care of hall facilities, equipment, and property.
- Report accidents, hazards, damage, or concerns promptly.
- Respect the privacy and confidentiality of others where appropriate.

5. Unacceptable Behaviour

The following behaviour will not be tolerated:

- Bullying, harassment, intimidation, or victimisation.
- Discrimination on any grounds protected by law.
- Physical, verbal, or emotional abuse.
- Threatening, aggressive, or violent behaviour.
- Offensive, abusive, or inappropriate language.
- Damage to hall property or equipment.
- Theft, fraud, or misuse of village hall resources.
- Being under the influence of illegal drugs while using the premises.
- Any conduct that may bring the village hall into disrepute.

6. Committee Members, Staff and Volunteers

Committee members, staff and volunteers are expected to:

- Act in the best interests of Saxilby Village Hall and its users.
- Demonstrate leadership through positive behaviour.
- Declare conflicts of interest where appropriate.
- Respect committee decisions once properly made.
- Maintain confidentiality regarding sensitive information.
- Comply with charity and legal obligations where applicable.

7. Hall Hirers

Hall hirers are responsible for:

- Ensuring attendees behave appropriately.
- Supervising children and vulnerable adults attending activities.
- Leaving the premises clean, secure, and in good condition.
- Complying with the terms and conditions of hire.
- Reporting incidents, accidents, or damage to the Management Committee.

8. Social Media and Online Conduct

Individuals representing or associated with Saxilby Village Hall should:

- Communicate respectfully online.
- Avoid posting offensive, discriminatory, or defamatory content.
- Protect confidential information.
- Avoid statements that could damage the reputation of Saxilby Village Hall.

9. Breaches of the Code

Where a breach of this Code of Conduct occurs, the Management Committee may take appropriate action, including:

- Providing informal advice or a warning.
- Requesting corrective action.
- Refusing or terminating a hall booking.
- Restricting future use of the premises.
- Reporting serious matters to the relevant authorities where necessary.

10. Review

This policy will be reviewed annually by the Management Committee and updated as necessary.