



### Introduction

This Code of Conduct applies to all learners attending a workshop or training course with Change Agents UK (CAUK). At Change Agents UK we want to ensure our activities are inclusive and delivered in a safe and positive space. We treat all forms of abuse, bullying, sexist and racist behaviour, and intimidation very seriously. This Code is designed to protect the rights of everyone in our learning community.

### Code of Conduct

- I will treat other participants and members of staff with respect. I will not engage in any anti-social behaviour including bullying, sexist and racist behaviour, intimidation, or abuse of any kind towards others in the learning community.
- I will not share the link to the session(s) with anyone else. I understand that only people who are approved by CAUK and/or have booked onto the session may attend, and that any attendees not meeting these criteria, may be removed from the session.
- I will participate and engage in all training activities to the best of my abilities.
- I will be aware of my surroundings and their suitability. When in a virtual setting I will ensure that my backdrop is appropriate and is not likely to cause offense or upset to other participants. If there are any unexpected noises or unsuitable audio and/or visual distractions, I will mute my microphone or stop the video as needed to protect other participants.
- I understand that if my behaviour is inappropriate, CAUK staff may mute my microphone/stop video/stop chat access if in a virtual setting. I understand that if my behaviour continues, I will be removed from the session and if it is in serious breach of CAUK Code of Conduct or highly offensive, I may be immediately removed from the session and my place on any future sessions withdrawn.
- In order to protect the safety and confidentiality of other participants and staff, I will not share any images of the session online unless given permission from everyone involved.
- Where relevant, any assessments and submissions will be completed by me. If tools including Artificial Intelligence (AI) have been used with little input from me, I understand that it may be rejected and receive zero marks.
- I will notify a member of staff immediately if I become aware of anything in breach of CAUK's Code of Conduct or likely to cause harm to members of the learning community within a CAUK training setting.

### Contact details

Nominated Child Protection Lead

Name: Lexie Jones

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Deputy Child Protection Lead

Name: Eleanor Wills

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**NSPCC Helpline 0808 800 5000**

We are committed to reviewing our Policy and good practice annually. This Policy is next due for review by January 2026.

Latest Update: April 2025