



## Code of Conduct

Designated Person:	Joanna L Rhodes (Chair of Trustees)
Reviewed by:	Board of Trustees and Director of the Tallis Choral Foundation: Reg: 1214841
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## 1. Purpose of the Code of Conduct

The Tallis Choral Foundation (“the Foundation”) is a registered charity committed to maintaining the highest standards of conduct, professionalism and integrity in all its activities.

This Code of Conduct sets out the standards of behaviour expected of all those involved with the Foundation and exists to:

- Protect children, young people and adults involved in Foundation activities
- Promote a safe, respectful and inclusive environment
- Support safeguarding and good governance
- Provide clarity on acceptable and unacceptable conduct
- Ensure concerns are raised and managed appropriately

## 2. Scope of the Code

This Code of Conduct applies to:

- Trustees and officers of the Foundation
- The Director of Music
- Members of the Foundation
- Volunteers and contractors
- Guest musicians and visiting professionals
- Anyone acting on behalf of or representing the Foundation

It applies to behaviour occurring:

- During rehearsals, performances, meetings or events
- During travel or residential activity linked to the Foundation
- In online or digital communications
- In any context where an individual is acting in connection with the Foundation

This Code must be read alongside the Foundation’s:

- Safeguarding and Child Protection Policy
- Anti-Bullying and Harassment Policy
- Whistleblowing Policy
- Health and Safety Policy

## 3. Standards of Behaviour

While the Foundation recognises that members are adults and that social interaction is a natural part of participation in musical activity, all individuals are expected to conduct themselves in a manner that:

- Respects the dignity, autonomy and personal boundaries of others
- Promotes a positive, collaborative and welcoming atmosphere
- Does not cause discomfort, distress, embarrassment or exclusion
- Reflects positively on the reputation and values of the Foundation

### 3.1 Expected Standards of Behaviour

Members and those involved with the Foundation should:

- Treat one another with courtesy, fairness and respect
- Communicate in a professional and considerate manner
- Avoid behaviour that could be perceived as intimidating, coercive or demeaning
- Be mindful of tone, language and conduct, particularly in group or online settings
- Respect differences of opinion, background and identity
- Behave responsibly at all Foundation activities and events
- Ensure that alcohol consumption, where it occurs in social settings, does not impact professional conduct or the safety of others
- Refrain from attending rehearsals, performances or events while under the influence of alcohol or any substance that may impair judgement or behaviour
- Comply with the Foundation's zero-tolerance approach to illegal drugs
- Avoid behaviour that could bring the Foundation into disrepute
- Take personal responsibility for their conduct during and in connection with Foundation activities

### 3.2 Unacceptable Conduct

The following behaviours are not acceptable and may be treated as breaches of this Code:

- Bullying, harassment or victimisation (as defined in the Anti-Bullying and Harassment Policy)
- Persistent or unwanted attention
- Sexualised, discriminatory or derogatory comments
- Abusive, aggressive or humiliating behaviour
- Use of authority or influence to pressure or intimidate others
- Behaviour that creates an uncomfortable or hostile environment

This applies equally to behaviour occurring:

- During rehearsals or performances
- At social events connected with the Foundation
- In digital or online communication
- In any context where individuals are representing or associated with the Foundation

Bullying, harassment or inappropriate behaviour will not be tolerated and will not be dismissed as humour, banter or artistic temperament, in line with the Anti-Bullying and Harassment Policy.

### 3.3 Alcohol

- The consumption of alcohol is not permitted during rehearsals, performances, or any formal Foundation activity.
- Where social events take place following performances (for example, post-concert gatherings), the consumption of alcohol is a personal choice and responsibility.
- Individuals must not:
  - Attend rehearsals, performances or events under the influence of alcohol
  - Behave in a manner that compromises safety, dignity, or professionalism
  - Place themselves or others at risk
- The Foundation does not supervise or take responsibility for alcohol consumption at informal social events.
- Behaviour linked to alcohol consumption that brings the Foundation into disrepute, causes harm, or breaches this Code may be investigated under the Code of Conduct and/or Health and Safety Policy.

### 3.4 Drugs

The Tallis Choral Foundation operates a zero-tolerance approach to illegal drugs.

- The possession, use, supply or distribution of illegal drugs at any Foundation rehearsal, performance, event or activity is strictly prohibited.
- Any individual found to be in breach of this requirement may:
  - Be removed immediately from the activity
  - Be referred to the appropriate authorities
  - Have their involvement with the Foundation suspended or terminated

This applies to all:

- Trustees and officers
- Members
- Volunteers
- Contractors
- Guest performers

### **3. 5 Fitness to Participate**

All individuals involved in Foundation activities must be in a fit state to participate safely.

This includes being:

- Free from the effects of alcohol or drugs
- Physically and mentally able to participate safely
- Able to follow instructions and act responsibly

The Foundation reserves the right to prevent participation where an individual's condition presents a risk to themselves or others.

## **4. Children and Young People**

### **4.1 Under-18s and Foundation Activity**

Membership of the Tallis Choral Foundation is restricted to individuals aged 18 and over.

However, children and young people may on occasion take part in rehearsals, performances or outreach activity.

Where this occurs:

- The Foundation's Safeguarding and Child Protection Policy applies in full
- All adults must act in accordance with safeguarding procedures
- The welfare of the child is paramount

### **4.2 Professional Boundaries**

Under no circumstances should any officer, trustee, member, volunteer or contractor:

- Form or attempt to form a personal, romantic or sexual relationship with a child or young person involved in Foundation activity
- Engage in behaviour that could be interpreted as grooming
- Communicate privately with a child outside of agreed arrangements
- Be alone with a child without appropriate supervision

Any such behaviour will be treated as a serious safeguarding concern.

### 4.3. Use of Technology and Communication

All communication must be:

- Professional, appropriate and transparent
- Related to Foundation activity
- Conducted through appropriate channels

The following are not permitted:

- Private messaging with children or young people
- Use of personal social media to contact under-18s
- Sharing images or recordings without consent
- Inappropriate or suggestive language

### 4.4. Physical Contact and Conduct

- Physical contact with children should be avoided wherever possible
- Any necessary contact must be appropriate, minimal and in response to the child's needs
- Physical punishment or restraint is never permitted except to prevent immediate harm

### 4.5. Low-Level Concerns

The Foundation recognises the importance of addressing concerns early.

A low-level concern is any behaviour that:

- Is inconsistent with this Code
- Causes concern or discomfort
- Falls short of a safeguarding allegation but may indicate risk

Examples include:

- Boundary-blurring behaviour
- Inappropriate comments or jokes
- Over-familiarity
- Use of personal communication channels

Low-level concerns must be reported to the Designated Safeguarding Lead (DSL) and will be recorded and reviewed proportionately in line with the Safeguarding and Child Protection Policy.

Where there is any doubt, the DSL will seek advice from the Local Authority Designated Officer (LADO).

## 5. Reporting Concerns or Breaches

Concerns may be raised by:

- Members
- Trustees or officers
- Volunteers or contractors
- Guests or members of the public

Concerns should be reported to:

The Chair of Trustees and Designated Safeguarding Lead

Tallis Choral Foundation  
Dovecote House  
Middlecliff Lane  
Little Houghton  
Barnsley  
S72 0HW

Or by email to [tallischoraltrustees@gmail.com](mailto:tallischoraltrustees@gmail.com)

Or another trustee or the Director of Music if the concern relates to the Chair

Concerns may relate to:

- Breaches of this Code
- Bullying or harassment
- Safeguarding issues
- Behaviour bringing the Foundation into disrepute

## **6. Investigation of Alleged Breaches**

All concerns will be handled in line with the Foundation's Anti-Bullying and Safeguarding Policies.

Where a concern is raised:

- It will be assessed promptly
- Safeguarding concerns will be referred to the Designated Safeguarding Lead immediately
- External agencies will be consulted where appropriate
- The individual concerned may be temporarily removed from duties
- The Foundation will not investigate matters that should be dealt with by police or social care

Where behaviour falls short of a criminal threshold but breaches this Code, the Foundation may take action including:

- Informal resolution or mediation
- Formal warning or agreed behavioural expectations
- Restriction or termination of involvement with the Foundation
- Referral to safeguarding bodies or external authorities

All decisions will be proportionate, reasoned, and documented.

All matters will be handled:

- Sensitive
- Confidentially
- In line with data protection legislation including the General Data Protection Regulations (GDPR).

Absolute confidentiality cannot be guaranteed where safeguarding or legal obligations apply.

## **7. Review**

This Code of Conduct will be:

- Reviewed annually

- Updated in line with safeguarding or legal changes
- Published alongside the Safeguarding and Anti-Bullying Policies

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