

F2 Code of Conduct

Standards of behaviour for everyone working with your organisation

Organisation name	[Insert]
Applies to	All staff, volunteers, trustees, mentors, trainers, partners and contractors.
Effective date	[Insert date]
Review date	[Insert date]
DSL name and contact	[Insert name, phone, email]
Alternate DSL / External backup	[Insert name, phone, email]
Anonymous reporting	[Insert platform name and link]
Emergency services	112 (EU) / 999 (UK)

Everyone who works with [Organisation name] must read this Code of Conduct, sign it, and receive a copy before working with participants. Breach of this Code is a serious matter and may result in disciplinary action, referral to statutory authorities, or reporting to a regulatory body.

1. Core Principles

Everyone working with [Organisation name] commits to:

- Treating all participants, colleagues and partners with respect and dignity at all times.
- Acting with integrity and transparency in all work-related interactions.
- Promoting equality, inclusion and non-discrimination.
- Prioritising participant safety and wellbeing above all other considerations.
- Challenging and reporting discrimination, harmful behaviour and safeguarding concerns.

2. Position of Trust

Everyone who works with participants holds a position of trust. This means you have power and responsibility over participants' experience. This power must never be used for personal benefit — not emotionally, not sexually, not financially, not socially. This applies even when a participant appears to consent, because the power imbalance makes freely given consent impossible in a position-of-trust relationship.

3. Professional Boundaries

3.1 Physical boundaries



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Appropriate physical contact is: necessary for the professional context; explicitly consensual; and visible and transparent (not in private settings without justification).

Ask before touching. "Can I give you a hug?" is not awkward — it is professional.

NEVER: sexual contact of any kind with a participant; contact a participant has indicated is unwelcome; contact with no professional purpose; private physical contact that others cannot see.

3.2 Communication and digital boundaries

Use official channels for all project-related communication. Do not use personal social media, personal phone numbers or personal email for communication with participants unless there is a documented professional reason agreed with the team.

All live online sessions and discussion spaces must be moderated. Moderators are responsible for enforcing this Code of Conduct in real time. See A3 (Safeguarding in Online and Hybrid Activities) for full digital safeguarding guidance.

3.3 Dual relationships

A dual relationship exists when you hold more than one role with the same person (e.g. supervisor and friend; mentor and romantic partner). Dual relationships must be declared to the DSL before the project begins. The DSL decides whether and under what conditions you may participate.

3.4 Favouritism

Giving one participant significantly more attention, praise, opportunities or emotional investment than others without a clear professional reason is a boundary issue. In more serious forms it is a grooming indicator (see P3 for grooming warning signs). Report to the DSL.

4. Breach Categories and Consequences

Breaches of this Code are classified as Minor, Moderate or Major, consistent with the Safe Spaces concern classification framework. The classification affects the response, not the seriousness with which the concern is treated — all breaches are taken seriously.

Classification	
MINOR Disciplinary conversation. Documented in staff/volunteer file. Review at appraisal.	First use of inappropriate language, quickly corrected when challenged. Minor boundary lapse with no harm caused. Failure to follow a procedure for the first time.
MODERATE Formal disciplinary process. Possible temporary suspension from participant-facing work pending investigation.	Repeated inappropriate language after being challenged. Deliberate boundary violation that does not constitute a criminal act. Pattern of Minor breaches. Failure to report a concern.
MAJOR Immediate removal from participant-facing work.	Sexual contact with a participant. Physical assault. Grooming behaviour. Sharing safeguarding information with those who do not need to know,

Statutory referral if a crime may have been committed. Referral to regulatory body if applicable. Possible termination of contract or volunteer agreement.

compromising a case. Deliberate concealment of a safeguarding concern.

Note: what is initially classified as Minor can become Moderate or Major if it is repeated, if it forms part of a pattern, or if new information comes to light. Classification is reviewed at every case review.

Conflict of interest: if you have any personal or professional relationship with a party involved in a safeguarding case, declare it to the DSL immediately. This includes romantic relationships, family connections, and close friendships. See P1 Section 6 for the step-back protocol.

5. Reporting Obligation

If you witness, experience or are told about a breach of this Code of Conduct or a safeguarding concern, you are expected to report it. Reporting is not optional. It is not disloyalty to a colleague. It is what this Code requires.

Report to the DSL using the reporting channels in I2 (Safeguarding Reporting System). If the concern involves the DSL, report to the Alternate DSL or external backup. If you are not sure whether to report, speak to the DSL for advice — that conversation is not a formal report, but write down that you had it.

Anonymous reporting is available: [Insert platform name and link]. Anonymous reports are taken as seriously as named reports.

6. Signing

I confirm that I have read and understood this Code of Conduct and agree to act in accordance with it at all times.

Name (print)	[Insert]
Role	[Insert]
Signature	
Date	
Organisation representative	[Insert name]
Signature	
Date	

References



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F1 Safeguarding Policy. F0 Safeguarding Policy Framework Sections B, C, F, J. P1 DSL Appointment. P3 Staff and Volunteer Induction Pack. I2 Safeguarding Reporting System. O3 GDPR and Safeguarding Data Handling.
Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.



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