



# Bright Light Productions

## Staff & Volunteer Code of Conduct

### Love, Loss and Discovery Concert

All staff and volunteers must adhere to the following standards to ensure a safe and professional environment:

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#### General Conduct

- Treat all performers, staff, audience members, and volunteers with dignity and respect.
- Always act in the best interests of children, young people, and vulnerable adults.
- Maintain professional boundaries at all times.
- Follow the instructions of the Designated Safeguarding Lead (DSL) and Company Director.

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#### Safeguarding

- Never be alone with a child or vulnerable adult; remain in open and visible spaces.
- Do not exchange personal contact details with performers under 18.
- Report all safeguarding concerns immediately to the DSL (Bethany Edwards – 07837 439556).
- Do not use personal phones or cameras in supervision areas or backstage.

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#### Health & Safety

- Familiarise yourself with fire exits, emergency procedures, and first aid locations.
- Report hazards, accidents, or unsafe behaviour immediately.
- Follow manual handling and equipment safety guidance.

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#### Professionalism

- Be punctual and reliable; inform your supervisor if delayed or unable to attend.
- Wear appropriate clothing and ID passes where provided.
- Remain courteous with audience members and represent Bright Light Productions positively.