**Code of conduct**

**Six great things to be during our sessions:**

*Be respectful*

Please show respect for the workshop leader and other participants by being helpful and supportive.

*Be inclusive*

In short, just love everyone for being themselves! The Cultural Spring stands against discrimination including age, gender identity, sexual orientation, race, ethnicity, national origin, religious affiliation, health (mental or physical), disability, body type, or immigration status. Please be mindful of your language and behaviour during our sessions.

*Be kind*

Remember to treat others in the session politely and with kindness so everyone can feel positive and good about themselves.

*Be supportive*

By working with the other participants and workshop leader, everyone can achieve personal success.

*Be involved*

Actively participate in sessions to maximise your personal experience.

*Be joyous*

Celebrate everyone’s successes throughout the sessions, helping to boost confidence and enhance feelings of wellbeing.

* Workshop sessions will be scheduled by The Cultural Spring. Eventbrite is often used to ask people to enrol on sessions. Emails may come from both Eventbrite and [info@theculturalspring.org.uk](mailto:info@theculturalspring.org.uk) with messages about the session you’ve enrolled on.
* Due to the nature of our funding our sessions are particularly aimed at people who have not had the opportunity to engage in arts and culture.
* We ask that you sign up for one block of workshops\*. We want to  
  offer these workshops to as many people as we can to have the opportunity to take part. If you do sign up for more than one programme, we may have to ask you to choose your preferred one. \*this does not apply to participants involved in groups going through our sustainability programme. In this instance it’s ok to be part of two groups.
* Workshop leaders will work with participants to set ground rules during your first session, to ensure the right environment is created for everyone to feel safe and comfortable during the session.
* All participants will be respectful of the workshop leader and listen whilst instructions, advice and guidance are being given.
* Workshop leaders will challenge any inappropriate behaviour within a session. If the inappropriate behaviour continues, workshop leaders may remove the participant from the session.
* In the spirit of working together we ask that all participants take responsibility for helping to clean up after sessions.
* Materials and resources made available are budgeted for and bought by artists prior to the workshop sessions beginning. There is a limit on what is available and they need to be shared equally amongst all participants.
* All Cultural Spring workshop sessions are heavily subsidised through a range of funding sources, including Arts Council England. This covers artists fees (their time in planning and delivering sessions and materials purchased for use by participants) and venue hire and refreshments in some cases.
* We operate a Pay What You Feel model and there is no obligation to contribute. We ask that if you are able to, we really appreciate a contribution into the pot in the room made available during sessions or through an online payment when the end of course survey is sent out. This goes back into providing more arts opportunities. We are a not-for-profit organisation.
* Please only take what you have made from the sessions. If what has been produced by you needs to be taken away by the artist, to fire in the kiln for example, only claim work that you know is yours upon collection.

**Zero tolerance**

Inappropriate behaviour, actions or activities by any participants could result in action being taken which may include being asked to leave a session.

**Privacy Policy**

The above points are all in addition to The Cultural Spring’s existing Privacy Policy, which can be found here:

<https://www.theculturalspring.org/privacy-policy>