

## LAC Code of Conduct

We want the Lantern Arts Centre to be a place where everyone feels welcome, safe and happy and with that in mind, we would ask you to take note of and abide by the following code of conduct. Thank you. Let's keep the LAC full of love!

- **Please be kind and respectful to everyone you interact with in the building.**
- Physical and Verbal abuse towards any of our users will not be tolerated at any time.
- We consider the diversity of those who use our building a strength and reflective of our wider community. Please be tolerant and inclusive.
- Please be mindful of appropriate chat - there are young and vulnerable people at the LAC.
- Please be appropriate on social media. Photos of under 18s must not be posted on social media platforms. Photos of over 18s should only be posted if you have been given permission to do so.
- Please respect and look after our beautiful building.
- Please don't smoke, or use drugs or alcohol on the premises.
- Please try and see the 'big picture' at all times. Everyone is working hard and trying their best. The LAC will continue to thrive if we look out for and after one another.
- If anyone is found to repeatedly break our code of conduct, we will regrettably ask you not to be involved in LAC activities going forward.

## Safeguarding and Well-Being

- Please make sure you know how to exit the building without using the lift in the case of an emergency.
- Please make sure you listen to the leader of your activity and follow their instructions at all times.
- If you feel you may need extra support, and have not spoken to the LAC about your needs beforehand, please speak to your activity leader for advice. We have limited resources, if we cannot meet your needs, we can advise you where you can access a group more suited to you.
- **We take safeguarding and the pastoral care of all those who use the Lantern Arts Centre very seriously. If you have any pastoral or safeguarding concerns please speak to one of our safeguarding team. Our safeguarding leads are:**
  - **Deacon Dawn Canham:** [minister@lanternmethodist.co.uk](mailto:minister@lanternmethodist.co.uk) &
  - **Angela Linton-Smith:** [Imc@lanternmethodist.co.uk](mailto:Imc@lanternmethodist.co.uk)
  - **Kay Wingate:** [kay.wingate@lanternarts.org](mailto:kay.wingate@lanternarts.org)

## Reporting Lines

For feedback, complaints and concerns please contact the following people:

- **Artistic:** Amy Phillips: [amy.phillips@lanternarts.org](mailto:amy.phillips@lanternarts.org)
- **Operations:** Steve Rees: [steve.rees@lanternarts.org](mailto:steve.rees@lanternarts.org)
- If you are unhappy with how a complaint or comment is being dealt with, please contact **Chair of Trustees, Dave King:** [chair@lanternarts.org](mailto:chair@lanternarts.org)