



Paper Nations - Code of Conduct

This Code of Conduct indicates best practice in delivering high quality creative writing projects. We advise organisations to use it to assess their current ways of working. We acknowledge that in order to deliver high quality work, we need to reflect and evaluate our activities and this code of conduct will also act as a framework to support this.

We trust that those that read the Code of Conduct will endeavour to carry out the below but we recommend that when choosing activities you conduct your own research and ensure the activities are appropriate for the participants.

Session Content

- We provide activities that are engaging and inspiring.
- Our activities are carefully planned and clearly explained to the participants.
- We listen to the participants and respect their views.
- We ensure there is flexibility in our planning to allow for the participants' input.
- We encourage participants to experiment and try new ways of writing.
- We encourage participants to read widely and support them to try new authors or genres.
- We give participants clear feedback on their work and encourage them to reflect on what they have written.
- Where appropriate we provide opportunities to celebrate the work the participants have created.
- We give participants full control over their work - they can choose if they want to share or not.
- Where possible we signpost participants to other activities to support their development.

Environment/Setting

- We deliver workshops in spaces that are appropriate for the activity. We have checked these are safe and secure.
- We ensure that the spaces are accessible to disabled participants and workshop leaders.
- We provide all the materials that are needed to take part.
- We ensure there is access to toilets and drinking water.





Staff

- We ensure there is an adequate ratio of staff to participants.
- We ensure that our staff are DBS checked and have been briefed on our Safeguarding Policies and Procedures.
- We ensure that the staff who we recruit are skilled in delivering creative writing workshops and activities, with knowledge and/or experience of meeting the participants' needs, particularly if participants require specialist support.
- We ensure that our staff plan the sessions they deliver, considering the participants' ages and experience.
- We ensure our staff evaluate and reflect on the sessions they deliver and feed their learning and observations into following sessions or projects.
- We provide opportunities for regular conversations with our staff to ensure they are supported.

If Working with Young People

In addition to the above guidance:

- We recognise that in order to provide equity, children or young people may require different levels of support.
- We ensure that young people's ideas and views are integral to the sessions we deliver.
- We celebrate and value their achievements.
- If a young person needs any additional pastoral support we seek to provide this or signpost to other services.
- We ensure that the workshop is inclusive, we act without prejudice and offer equality of opportunity to all.

Working in Partnership

- When working in partnership with a venue or organisation, we plan our work in partnership with them.
- We hold pre-project meetings to discuss practicalities, ethos and content.
- We work together to evaluate the work we deliver.
- We communicate throughout the project and flag up concerns as they arise.
- Where possible we create partnership agreements that draw up each organisations roles and responsibilities.
- We respect the work and knowledge of the partner organisation's staff and value their contributions.

Safeguarding

- We have health and safety and safeguarding policies in place.
- We create risk assessments for our projects/activities.





- We ensure our staff raise any safeguarding concerns with us and with any relevant partner organisations, and these are recorded securely.
- We endeavour to keep up to date with current policy in regard to Safeguarding and update our policies regularly.

This Code of Conduct was created by Hazel Plowman, Head of Creative Learning at Bath Festivals, with input from the Paper Nations Research Team. This Code of Conduct acknowledges learning from [Youth Music's Quality Framework](#)

