

## GROUP LEADERS' CODE OF CONDUCT

Group leaders are expected to:

- Follow the procedures as set out in the Guide for Group Leaders
- Keep accurate registers, and make sure emergency contact details are up to date
- Ensure that activities take place with due regard to Health and Safety requirements
- Be vigilant with regard to personal information they may hold about group members
- Deal fairly with all group members, ensuring that the inclusivity policy is adhered to
- Be welcoming to new and Guest members, and if necessary institute a waiting list
- Communicate organisational problems, or any issues that cannot be easily resolved, to the Groups Co-ordinator for advice / support