



CONFERENCE CODE OF
CONDUCT
AND SAFEGUARDING POLICY

BACCN Conference Code of Conduct and Safeguarding Policy

Contents

1. Version Control Summary	1
2. Introduction	1
3. Roles and Responsibilities	1
4. Code of Conduct.....	2
5. Values and Principles	3
6. Safeguarding Measures.....	3
7. Domestic abuse	4
8. Prevent modern slavery	5
9. Support Services.....	5
10. Reporting mechanism	5
11. Whistleblowing	6
12. Confidentiality	6
12. No-compliance	6
13. Policy review	6

1. Version Control Summary

Version no.	Version Date	Written by	Changes from previous version	Signature
1	19/09/2025	Karin Gerber		

2. Introduction

The British Association of Critical Care Nurses (BACCN) is committed to promoting and strengthening education and development for all, regardless of gender, race, nationality or any other differences. BACCN is a non-profit organisation registered as a limited company in England: Charity no: 1102030. Our website is: baccn.org.

The purpose of this policy is to promote the health and wellbeing of all those involved with the BACCN Conference, and to safeguard them from any form of discrimination, harassment, or abuse. This policy applies to all aspects of the BACCN Conference, including pre-conference events, the main conference, workshops, social gatherings, and associated activities excluding events organised on the margins of the conference without prior notice to the conference organisers. All participants, including attendees, volunteers, and staff, must comply with the code of conduct and policy.

BACCN Conference Code of Conduct and Safeguarding Policy

3. Roles and Responsibilities:

3.1 **Conference Team:** The Conference Team are responsible for establishing and maintaining a safe environment, developing safeguarding procedures, and addressing safeguarding concerns promptly and effectively.

3.2 **Safeguarding Team:** A designated safeguarding team has been appointed to handle safeguarding concerns with impartiality, fairness, confidentiality, professionalism and care. Should you encounter, witness or experience a safety or security issue, or wish to make a complaint or report an incident, members of the conference team will be easily identifiable with pink lanyards, and may be approached to take further action.

3.3 **Participants:** Every attendee, speaker, volunteer, and staff member shares the responsibility to adhere to the code of conduct and promptly report any safeguarding concerns.

4. Code of Conduct

- 4.1 Treat every individual with respect, kindness, and dignity, regardless of their background, identity, or beliefs. Always make an effort to refer to participants using their preferred pronouns as indicated in their conference ID. If you are not sure, ask (if you are asked, don't be offended).
- 4.2 Discrimination, harassment, or any form of abuse based on race, gender, religion, age, sexual orientation, disability, or any other characteristic will not be tolerated.
- 4.3 Harassment, including but not limited to verbal, physical, or online harassment, will not be tolerated.
- 4.4 Always seek explicit consent before taking photographs, recordings, or sharing personal information about other participants. Always respect the preference of conference partners to not be photographed or recorded, if they are sporting an xx colour conference ID.
- 4.5 Swiftly but responsibly report any observed or experienced misconduct, harassment, or safeguarding concerns to a designated Conference Team member and or staff member.

BACCN Conference Code of Conduct and Safeguarding Policy

5. Values and Principles

5.1 Safeguarding is 'everybody's responsibility.

5.2 Zero-tolerance against any form of exploitation, harassment, abuse or misconduct.

5.3 Everyone, regardless of age, disability, gender, race, religious belief, sexual orientation, gender expression or identity, relationship status, political orientation or any other identity, has the right to equal protection under this policy.

5.4 All child abuse is an abuse of power, and all forms of violence against children is unacceptable.

5.5 We are dedicated to fostering an inclusive space where diversity is embraced, and discrimination is strictly prohibited.

5.6 The safety and well-being of all conference participants is our absolute priority, and as a Conference Team, we are committed to taking all necessary measures to ensure their protection, both physically and emotionally.

5.7 The conference safeguarding approach is characterised by transparency, accountability, and fairness. We are committed to upholding these principles in all safeguarding matters.

5.8 It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. A breach of confidentiality associated with a safeguarding incident or complaint may result in disciplinary action.

6. Safeguarding Measures

The BACCN Conference Team have taken the following measures to ensure safety and well-being of participants.

6.1 **Designated Safeguarding Team:** A dedicated safeguarding team is available throughout the conference to address safeguarding concerns.

6.2 **Awareness Campaign:** Information on the safeguarding policy and code of conduct provided to all participants before and during the conference

6.3 **Be an active bystander:**

- We can all be bystanders. Everyday events unfold around us. At some point, we will register someone in danger. When this happens, we will decide to do something or say something (and become an active bystander), or to simply let it go (and remain a passive bystander).
- When we intervene, we signal to the perpetrator that their behaviour is unacceptable. If such messages are consistently reinforced within our community, we can shift the boundaries of what is considered acceptable and problem behaviour can be stopped.
- Learning to recognize when someone is in danger and how you can intervene safely is an essential skill. Safely intervening could mean anything from a disapproving look, interrupting or distracting someone, not laughing at a sexist or violent joke, talking to a friend about their behaviour in a non-confrontational way to caring for

BACCN Conference Code of Conduct and Safeguarding Policy

a friend who's experienced problematic behaviour. Other times, it means asking friends, staff, of the police for help.

- Sometimes, a situation just does not feel right. It might be comments made by a friend that you feel are inappropriate or you spot someone being harassed at an event.
- Being an active bystander means being aware of when someone's behaviour is inappropriate or threatening and choosing to challenge it. If you do not feel comfortable doing this directly, then get someone to help you such as a friend or someone in authority.
- Research shows that bystander intervention can be an effective way of stopping sexual assault before it happens, as bystanders play a key role in preventing, discouraging, and/or intervening when an act of violence has the potential to occur.

6.4 Before stepping in, try the ABC approach:

- **Assess for safety:** If you see someone in trouble, ask yourself if you can help safely in any way. Remember, your personal safety is a priority – never put yourself at risk.
- **Be in a group:** It's safer to call out behaviour or intervene in a group. If this is not an option, report it to those who can act.
- **Care for the victim.** Talk to the person who you think may need help. Ask them if they are OK.

6.5 How you can intervene safely:

When it comes to intervening safely, remember the four Ds – direct, distract, delegate, delay.

- **Direct action:** Call out negative behaviour, tell the person to stop or ask the victim if they are OK. Do this as a group if you can. Be polite. Don't aggravate the situation - remain calm and state why something has offended you. Stick to exactly what has happened, don't exaggerate.
- **Distract:** Interrupt, start a conversation with the perpetrator to allow their potential target to move away or have friends intervene. Or come up with an idea to get the victim out of the situation – tell them they need to take a call, or you need to speak to them; any excuse to get them away to safety. Alternatively, try distracting, or redirecting the situation.
- **Delegate:** If you are too embarrassed or shy to speak out, or you don't feel safe to do so, get someone else to step in. Any decent venue has a zero tolerance policy on harassment, so the staff there will act.
- **Delay:** If the situation is too dangerous to challenge then and there (such as there is the threat of violence or you are outnumbered) just walk away. Wait for the situation to pass then ask the victim later if they are OK. Or report it when it's safe to do so – it's never too late to act.

In an emergency, call the police on 999. And remember, never put yourself in danger. Only intervene if safe to do so.

7. Domestic abuse

7.1 An essential aspect of raising awareness about domestic abuse is empowering those affected to speak out and seek assistance. Through awareness initiatives, those affected are encouraged to step forward, knowing that they are not alone and that supportive resources are available. Additionally, raising awareness prompts communities to extend support to those affected in meaningful ways. It fosters the creation of safe spaces, resource networks, and services geared towards assisting those affected in their journey towards safety, healing and recovery.

BACCN Conference Code of Conduct and Safeguarding Policy

7.2 Raising awareness about domestic abuse facilitates critical conversations about the underlying societal norms and attitudes that perpetuate abusive behaviours. It challenges harmful stereotypes, gender-based inequalities, and cultural factors that contribute to the perpetuation of domestic violence in particular.

7.3 Ultimately, the importance of raising awareness about domestic violence lies in its ability to prompt action and engender positive change. The BACCN is taking a stand against domestic violence, are advocating for resources, and contributing to the creation of safer, more supportive communities. Whether through participating in awareness campaigns and or supporting local shelters, everyone has a role to play in addressing domestic abuse.

8. Prevent modern slavery

8.1 Slavery is often associated with organised crime which seeks to exploit vulnerable people. Organisations can be targeted by those seeking to exploit individuals, often without their, or the members/workers' realizing they are being exploited.

8.2 All staff within an organisation should be aware of the types of exploitation. This can include human trafficking along with labour, sexual and criminal exploitation, domestic servitude and organ harvesting. Everyone should know how, when and who to report any concerns.

9. Support Services

9.1 Access to support services, such as first aid/medical assistance, wellbeing services are available to all participants. For general safeguarding enquiries, please reach out to any of the Conference Team who will be dressed in BACCN T-shirts throughout conference.

9.2 We will strive to provide a quiet room for anyone to access at every conference.

10. Reporting Mechanism:

We promise to address all complaints and concerns in a timely manner. Should a safeguarding issue arise, the following procedure will be invoked

10.1 Reporting: If you observe or witness behaviour that you believe may be contrary to the code of conduct, please approach a member of the conference team (wearing BACCN T-shirts) for guidance on how to lodge a formal complaint. Formal complaints can be lodged through our [Safeguarding Complaint Form](#). A Safeguarding Officer will review your complaint and respond immediately or within 4 hours in serious cases involving threats to life, safety or other forms of harm. Where necessary, the Safeguarding Officer will involve the relevant authorities and Safeguarding Leads from the Conference Team for further action. For non-serious cases not involving threats to life, safety or other forms of harm, the Safeguarding Officer will review the complaint within 24 hours, and where necessary undertake the appropriate investigation and action.

10.2 Investigation Process: The Safeguarding Officer will investigate all safeguarding concerns thoroughly and systematically, gathering evidence and interviewing relevant parties to establish probable facts. All concerns and reports will be taken seriously, investigated, and addressed immediately.

10.3 Disciplinary Process: Disciplinary procedures will be followed, which may result in termination of conference participation and/or referral to the appropriate law enforcement agency or legal authority. False and malicious

BACCN Conference Code of Conduct and Safeguarding Policy

accusations of safeguarding will result in appropriate disciplinary action, including termination of conference participation. Legitimate concerns that prove to be unfounded will not result in any action against the reporter.

10.4 Incident Review: Once the incident is closed, the safeguarding team is committed to taking stock of the incident and response procedure in order to critically reflect, review and take these learnings into future events.

10.5 Safeguarding Incident Database: All reports will be logged in the safeguarding incident database and any records will be maintained in a secure location in a manner consistent with applicable data protection guidelines. The BACCN is committed to continuous improvement with regards to safeguarding measures at any of our events and will reviewed and adjust our policy, actions and services based on any reports and or feedback received.

11. Whistleblowing

To submit concerns anonymously for investigation, please submit your concern through the [Safeguarding Complaint Form](#). All disclosures will be treated in confidence.

12. Confidentiality

12.1 Participants reporting safeguarding concerns will be protected from retaliation if they follow procedures and report in good faith.

12.2 To ensure a fair investigation, the complaint subject and witnesses must fully cooperate with internal investigations. Confidentiality will be protected, and identifying information will only be shared on a need-to-know basis. Anyone who knowingly broadcasts confidential information about the case will face strong consequences.

13. Non-Compliance Statement

The Conference Team maintain a zero-tolerance stance against any form of exploitation and abuse of people who participate in the BACCN Annual Conference. Violations of this safeguarding policy or code of conduct will be taken seriously and may result in appropriate actions, including but not limited to warnings, expulsion from the conference, or legal action as warranted.

11. Policy Review

11.1 This policy shall be reviewed at least every 3 years by the Board.

11.2 Advice should be sought from competent sources where there are changes in legislation or codes of practice which may affect this policy.