



CONFERENCE CODE OF CONDUCT AND SAFEGUARDING POLICY

BACCN Conference Code of Conduct and Safeguarding Policy

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Review

Version no.	Version Date	Written by	Changes from previous version
1	03/07/2026	Karin Gerber	New Document

Introduction

The British Association of Critical Care Nurses (BACCN) is committed to promoting and strengthening education, professional development, collaboration and excellence in critical care nursing. BACCN is committed to fostering a professional community that values dignity, respect, inclusion, integrity and accountability. BACCN is a registered charity and non-profit organisation that works to support and represent critical care nurses and the wider critical care community across the United Kingdom. This commitment underpins all BACCN activities, decisions, policies and events.

This policy is the conference-specific application of the BACCN Code of Conduct, Health & Safety and Safeguarding Policy. It should be read alongside the wider BACCN policy suite, particularly the Equality, Diversity and Inclusion Policy, Data Protection Policy, Complaints Policy, Finance Policy and any conference-specific operational procedures.

BACCN Conference Code of Conduct and Safeguarding Policy

Purpose

The purpose of this policy is to promote the health, safety and wellbeing of all those involved with the BACCN Conference and to safeguard them from discrimination, harassment, abuse, exploitation, misconduct or avoidable harm. It sets out expected standards of behaviour, safeguarding arrangements, reporting routes, confidentiality requirements and conference-specific responsibilities.

Scope

Unless otherwise stated, this policy applies to BACCN members, Board Directors, committee members, volunteers, contractors, consultants, event speakers and representatives, staff where applicable, and partner organisations working with BACCN. It applies to all BACCN activities, including governance, membership, conferences, educational events, publications, communications, elections, recruitment and appointment processes, awards and recognition programmes.

For the BACCN Conference, this policy applies to pre-conference events, the main conference, workshops, social gatherings and associated activities organised as part of the conference. It does not apply to events organised outside the formal conference programme without prior notice to conference organisers.

Definitions

For this policy, the following definitions apply:

- Board of Directors means the BACCN Board of Directors, being the governing body of BACCN and the body described as the National Board within the Articles of Association.
- Board means the BACCN Board of Directors.
- Board Director means an individual appointed or elected to the BACCN Board of Directors.
- Participants include attendees, speakers, volunteers, staff, conference partners, contractors, representatives and anyone taking part in BACCN Conference activity.
- Conference Team means those responsible for establishing and maintaining a safe conference environment and managing conference-related safeguarding concerns.
- Safeguarding Team means the designated individuals appointed to receive and manage safeguarding concerns with impartiality, fairness, confidentiality, professionalism and care.
- Misconduct includes behaviour that breaches the conference code of conduct, including discrimination, harassment, bullying, abuse, exploitation, intimidation or unsafe behaviour.

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- Reporting route means the agreed BACCN process for raising concerns, including the Conference Team, Safeguarding Team, BACCN Chair, Board Director, designated policy lead or formal complaints process.

Roles and Responsibilities

The BACCN Board of Directors holds overall responsibility for ensuring that this policy is implemented, monitored and reviewed effectively. Operational responsibility for conference delivery may be delegated to the Conference Lead, Conference Team, Safeguarding Team or another designated group; however, ultimate accountability for compliance and assurance remains with the Board.

Conference-specific responsibilities

- Speaker and Chair responsibilities: Speakers, presenters and session chairs are expected to support inclusive, respectful and balanced discussions. Chairs should manage questions fairly, prevent any individual from dominating discussion, and escalate concerns through the agreed reporting route where needed.
- Conference Team: The Conference Team is responsible for establishing and maintaining a safe environment, developing safeguarding procedures, and addressing safeguarding concerns promptly and effectively.
- 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 identified with pink lanyards, and may be approached to take further action.
- Participants: Every attendee, speaker, volunteer, and staff member shares the responsibility to adhere to the code of conduct and promptly report any safeguarding concerns.

Key Principles and Requirements

BACCN expects all individuals involved in the conference to act professionally, respectfully and safely. The requirements below apply across the conference and should be followed alongside venue requirements, event-specific instructions and the wider BACCN policy suite.

Code of Conduct

Treat every individual with respect, kindness, and dignity, regardless of their background, identity, or beliefs. Always try 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). Discrimination, harassment, or any form of abuse based on race, gender, religion, age, sexual orientation, disability, or any other characteristic will not be tolerated. Harassment, including but not limited to verbal, physical, or online harassment, will not be tolerated. Always seek explicit consent before taking

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photographs, recordings, or sharing personal information about other participants. Always respect the preference of conference partners not to be photographed or recorded, where this is indicated by their conference ID. Swiftly but responsibly report any observed or experienced misconduct, harassment, or safeguarding concerns to a designated Conference Team member and/or staff member. Speakers and chairs should also contribute to inclusive discussion spaces by supporting balanced questioning and respectful debate.

Values and Principles

Safeguarding is 'everybody's responsibility.

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

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.

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

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

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.

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

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.

Safeguarding Measures

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

- Designated Safeguarding Team: A dedicated safeguarding team is available throughout the conference to address safeguarding concerns.
- Awareness Campaign: Information on the safeguarding policy and code of conduct provided to all participants before and during the conference

Domestic Abuse Awareness

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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.

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.

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, advocating for resources, and contributing to the creation of safer, more supportive communities. Whether through participating in awareness campaigns and supporting local shelters, everyone has a role to play in addressing domestic abuse.

Preventing Modern Slavery

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 them, or the members/workers' realising they are being exploited.

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 whom to report any concerns.

Support Services

Access to support services, such as first aid/medical assistance, and 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.

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

Non-Compliance

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The Conference Team maintains 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.

Reporting Concerns

Anyone who experiences, witnesses, or becomes aware of behaviour that may breach this policy is encouraged to report their concerns promptly. Concerns may be raised through the relevant BACCN reporting route, including the BACCN Chair, a Board Director, the designated policy lead, an event lead where applicable, or the formal complaints process. BACCN will take all concerns seriously and ensure that they are reviewed appropriately and proportionately.

Conference 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:

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 to 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.

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.

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

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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.

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

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 review and adjust our policy, actions and services based on any reports and/or feedback received.

Whistleblowing

To submit concerns anonymously for investigation, please submit your concern through the Safeguarding Complaint Form. All disclosures will be treated with confidence.

Immediate risk to life or safety should be escalated to the emergency services. Conference concerns requiring urgent action should be escalated to the Conference Team or designated Safeguarding Team at the earliest safe opportunity.

Confidentiality and Data Protection

BACCN will handle all reports, complaints and concerns sensitively, fairly and confidentially. Information will only be shared with those who need it to investigate, manage or resolve the matter appropriately. All information and records will be managed in accordance with UK GDPR, applicable legislation and BACCN data protection requirements.

Conference confidentiality requirements

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

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.

Monitoring and Assurance

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The Board will seek assurance that this policy is implemented through proportionate monitoring of conference feedback, safeguarding complaints, incident records, learning from reported concerns and review of conference arrangements. This should include consideration of speaker, chair and participant feedback where relevant to conduct, safeguarding and inclusion.

The Conference Team and Safeguarding Team should review incidents and concerns after the event, identify learning and recommend improvements to future conferences, procedures and support arrangements. Any records should be maintained securely and in line with applicable data protection requirements.

Related Documents

This policy forms part of the BACCN policy suite and should be read in conjunction with other relevant BACCN policies and procedures, including:

- BACCN Code of Conduct, Health & Safety and Safeguarding Policy
- BACCN Equality, Diversity and Inclusion Policy
- BACCN Equality, Diversity and Inclusion Policy for Speakers
- BACCN Data Protection Policy
- BACCN Complaints Policy
- BACCN Finance Policy
- BACCN Expenses Policy
- Conference risk assessments and venue safety procedures
- Safeguarding Complaint Form and any associated reporting procedure

Review

This policy will be reviewed by the Board at least every three years, or sooner when there are changes in legislation, regulatory requirements, organisational arrangements, national guidance, conference learning, incidents, complaints or feedback indicating that revision is required.

Advice should be sought from competent sources where changes in legislation, codes of practice or safeguarding expectations may affect this policy.