

GENERAL

1. When you are “On-Air”, visiting a hospital or attending any event on behalf of Cotswold Hospital Radio, the Station will be judged by your actions.
2. As a member of Cotswold Hospital Radio you are part of a team. We exist to entertain the patients.
3. Cotswold Hospital Radio identity cards are the property of the Health Authority. A letter of resignation and the return of the identity cards must be delivered to a Membership Secretary on termination of Cotswold Hospital Radio Membership. Any change of details must also be conveyed to the Membership Secretary.
4. In accordance with **Gloucestershire Hospitals NHS Foundation Trust** policy, smoking is prohibited in all NHS Trust buildings and grounds, including Cotswold Hospital Radio.
5. Consumption of alcohol is strictly forbidden in all areas of Cotswold Hospital Radio.
6. All members and visitors must sign in and out of the station.
7. When using equipment please treat it with care. Remember it is not indestructible. Please report immediately breakage of equipment to the Station Manager or Station Engineer.
8. No food or drink is to be consumed in the blue or red studios at any time. Only water can be consumed in the green studios to assist presentation.
9. The red power sockets are the “24 hour supply”. This means they are still live when the master switch is in the off position. Only authorized equipment can be connected - i.e. the answer phone. Do not plug any other equipment into this circuit.
10. Vinyl records, compact discs and MP3 formatted media are not to be removed from Cotswold Hospital Radio unless its use is for fundraising on behalf of Cotswold Hospital Radio and complies with our license. Removal of media will need to be sanctioned by the Station Manager or Librarian

11. The studio's equipment and materials are for Cotswold Hospital Radio use only. Any usage for other purposes will need to be sanctioned by the Station Manager.

12. All members are required to be available for Fundraising. Apologies should be conveyed to a member of the Management Committee if unavailable.

13. All members are required to be available for General-Purpose meetings. Apologies for absence should be conveyed to a member of the Management Committee if unavailable. When apologies are not conveyed, non-attendance at meetings precludes members from taking part in the decision making process.

14. Members who wish to renew their membership subscriptions must do so within 60 days of January 1st. Members who do not renew membership within 60 days, the Management Committee will normally apply **paragraph 7, sub-paragraph c** of the Cotswold Hospital Radio Constitution. Members who do not, for whatever reason, renew their membership subscription within the allotted time must notify the Treasurer in writing for Management Committee discretion before the allotted time is due to expire.

PRESENTER & TECHNICAL OPERATOR

15. Should the Presenter/Technical Operator become unavailable then it is the Presenter's/Technical Operator's responsibility to arrange cover, and communicate this arrangement to the Station Manager. It is not the responsibility of the Station Manager to arrange the cover, unless in extreme circumstances.

16. Presenters of “Patients Postbag” are responsible for co-ordinating the collection of requests from both hospitals.

17. Presenters and Technical Operators should be at the Station at least 30 minutes before the start of their programme to ensure adequate preparation time

18. All programme content must be in good taste and decency. Ensure that lyrical content is not offensive to listeners. Programmes must not include any profanity or references to matters of a religious, political, sexual, satirical nature or references to death. Presenters must also refrain from giving their personal views on any such matters, especially during the periods of local, national and international political elections. All presenters must comply with the Presenter Guide.

19. Presenters should promote the Stations identity (Cotswold Hospital Radio not CHR) rather than their own and remember to play ‘message promos’ as required.

20. Ensure that your mobile phone is switched off before entering the red, blue and green studios.

21. The Presenter is responsible for placing the Records and CD's back into the Record Library and signing the Running Order confirming this has been done.

22. Presenters of ‘Patients Postbag’ are responsible for completing the ‘Number of Request Broadcast’ and Patients Visited sections in the ‘Operational Log Book’.

23. If any Presenter wishes to enhance their own shows presentation they may do so using their own mini-discs, CDR's and mp3's subject to these conforming to the Code of Conduct.

WARD VISITING

24. All members are expected to Ward Visit. Members who do not Ward Visit, will normally mean the rescinding of Presenting and Technical-Operation privileges.

25. Management Committee discretion will be applied for members who require exemption from Ward Visiting on medical grounds and for those members pursuing certain other duties on behalf of the Management Committee.

26. If you are feeling unwell in any way, do not visit any ward or patient. The effect of a secondary infection on a patient can be potentially very serious. You should arrange suitable cover for your ward visiting and request collection duties.

27. Wash your hands thoroughly before visiting the patients. Avoid physical contact with a patient or their belongings. If this is unavoidable, ensure you wash your hands thoroughly before visiting the next patient. This is to minimize the risk of passing on any infection to the next patient or picking up infection yourself.

USE OF P.C., INTERNET AND EMAIL

28. Members involved in preparing the "Patients Postbag" have priority use of the P.C. Members not involved in the said programme, who wish to access the P.C. during the preparation and broadcast of the said programme, must obtain the Postbag presenter's permission before using the P.C.

29. Viruses: All items downloaded from the Internet or received in Emails are automatically virus checked.

30. Access to the Internet is available to all members, however, as there is a large amount of offensive material available on the Internet, members should not access anything that is likely to cause offence. Sites of offence include those of an adult nature and those of an extreme political nature. The use of chat rooms is strictly prohibited. Downloading of software is prohibited. Only the Station IT Officer, Station Engineer and Station Manger can install software programmes onto any of the Cotswold Hospital Radio computers.

31. Connection of external media storage devices are restricted to those authorized by the Station Manager.

SECURITY

32. Access to the Studios is via a door entry system fitted with UNICAN locks and an Alarm system. Under no circumstances must the combination codes be disseminated to non-members. Dissemination of the codes, without authority from the Management Committee member will be considered a disciplinary offence.

FIRE PROCEDURE

Please refer to the Fire Evacuation Procedure on the notice board

DECLARATION

The Management Committee reserves the right to update or alter the Cotswold Hospital Radio Code Of Conduct without prior notification.

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The Cotswold Hospital Radio Code Of Conduct

