



COTSWOLD HOSPITAL RADIO CODE OF CONDUCT

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 provide a visiting service to the patients.
3. Cotswold Hospital Radio identity badges are the property of the Cotswold Hospital Radio and must be handed back to your team leader immediately after returning to the studio after ward visiting.
4. Any change of details must also be conveyed to the Membership Secretary.
5. In accordance with **Gloucestershire Hospitals NHS Foundation Trust** policy, smoking is prohibited in all NHS Trust buildings and grounds, including Cotswold Hospital Radio.
6. Consumption of alcohol is strictly forbidden in all areas of Cotswold Hospital Radio.
7. All members and visitors must sign in and out of the station, this is not only for management purposes but is also a Health and Safety requirement.
8. 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.
9. 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.
10. 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 ansaphone. Do not plug any other equipment into this circuit.
11. 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 licence. Removal of media will need to be sanctioned by the Station Manager or Librarian only. Team leaders cannot sanction the removal of any media from the studios.
12. 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.
13. All members are required to be available for fundraising and Annual General Meetings. Apologies should be conveyed to a member of the Management Committee (ie your team leader) if unavailable at least 14 days in advance.
14. Members who wish to renew their membership subscriptions must do so within 60 days of January 1st. For those 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.

15. It is the responsibility of each member to reply to the Team Leader communication to attend their allotted evening.

TEAM LEADERS, PRESENTER & TECHNICAL OPERATOR

16. Should the Presenter/Technical Operator become unavailable then it is the respective Team Leader'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.

17. Team Leaders are responsible for co-ordinating Presenters of "Patients' Postbag" to collect requests from both hospitals.

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

19. 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.

20. Presenters are required to follow the Patients' Postbag presenting scripts.

21. Presenters should promote the Station's identity (Cotswold Hospital Radio not CHR) rather than their own and remember to play 'message promos' as required.

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

23. The Team Leader is responsible for placing the records and CDs back into the Record Library and signing the Running Order confirming this has been done.

24. Team Leaders are responsible for completing the 'Number of Requests Broadcast' and Patients Visited sections in the 'Operational Log Book'.

25. If any Presenter wishes to enhance their own show's presentation they may do so using their own mini-discs, CDRs and mp3s subject to these conforming to the Code of Conduct and prior approval of the Team Leader / Station Manager.

WARD VISITING

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

27. Management Committee discretion will be applied to members who require exemption from ward visiting on medical grounds and for those members pursuing certain other duties on behalf of the Management Committee.

28. If you are feeling unwell in any way, do not attend the studio or ward visit. The effect of a secondary infection on a patient can be potentially very serious. You should notify your Team Leader as early as possible to allow suitable cover to be arranged.

29. 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 an infection yourself.

USE OF P.C., INTERNET AND EMAIL

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

31. 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 Manager can install software programmes onto any of the Cotswold Hospital Radio computers.

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

EQUAL OPPORTUNITIES STATEMENT

33. Cotswold Hospital Radio welcomes volunteers from all sections of the community. In accordance with the Single Equality Act 2010, we will not tolerate harassment, bullying or discrimination on the grounds of age, ethnicity, sex, gender reassignment, marital and civil partnership, pregnancy and maternity, religion or belief, disability and sexual orientation. If any member is subject to this when carrying out their duties on behalf of Cotswold Hospital Radio, they should talk to the Station Manager. Any issue will be treated in the strictest of confidence.

SECURITY

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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