



Code of Conduct

The behaviour we expect from everyone who represents Brick's Foundation.

Document	2.7 Code of Conduct
Organisation	Brick's Foundation for Autism Inclusion - In Loving Memory of Lucca Lacerda Tavares
Legal structure	Charitable Incorporated Organisation (CIO), Foundation model, principal office in England
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Next review	21 October 2027, or earlier after a serious incident or a significant change in activities
Published	Yes, on bricksfoundation.co.uk

1. Why we have a Code of Conduct

Everyone who represents Brick's Foundation carries Lucca's name and the trust of autistic people and their families. This Code sets out the behaviour we expect from trustees, volunteers, award assessors and anyone acting for the charity. Everyone signs it before starting.

2. Our values

- **Love and legacy:** we act in the spirit of Lucca, with kindness, humour and respect.
- **Inclusion:** we value autistic people as they are, and we listen to them.
- **Integrity:** we are honest, fair and transparent.
- **Care:** we protect people, especially children and adults at risk.

3. We will

- Treat everyone with dignity and respect, and use respectful language about autism.
- Follow the Safeguarding Policy (2.1) and report every concern straight away to the Designated Safeguarding Lead.
- Keep personal information confidential and follow the Data Protection Policy (2.3).
- Declare any conflict of interest or loyalty (see 1.3).
- Act only within the role and authority we have been given, and say clearly when we are speaking personally rather than for the Foundation.

- Follow the rules of host organisations during visits and events.
- Look after our own wellbeing and ask for help when we need it.

4. We will never

- Be alone with a child, or have private or secret contact with a child, online or in person.
- Take, share or post photos of children without the consent described in the Safeguarding Policy.
- Behave in a way that is abusive, discriminatory, threatening, harassing or sexual towards anyone we meet through the Foundation.
- Use the Foundation's name, awards, logo or social media accounts for personal, commercial or political benefit.
- Ask for, accept or handle donations or money on behalf of the Foundation. People who want to give are pointed to partner charities directly.
- Accept gifts or hospitality worth more than a token amount (about £25) without telling the Board.
- Promise an award, recognition or publicity in exchange for anything.
- Investigate a safeguarding concern ourselves, or confront the person it is about.
- Give medical, clinical or legal advice in the Foundation's name, unless it is our professional role and the Board has agreed.

5. Online and social media

- Use Foundation accounts for Foundation work. Keep passwords private, and do not share login details.
- Before posting, check for consent, accuracy and respectful language. If in doubt, leave it out and ask.
- Do not argue with members of the public online. Pass difficult messages to a trustee.

6. If the Code is broken

Concerns about conduct are raised with any trustee, or with the DSL if they involve safeguarding. The trustees will look into it fairly. Depending on how serious it is, outcomes may include advice, extra training, removal from a role or, for a trustee, action under the constitution. Serious matters may be reported to the authorities or the Charity Commission.

7. Declaration

I have read and understood the Brick's Foundation Code of Conduct and the Safeguarding Policy, and I agree to follow them.

Name

Role

Signature

Date

Version history

Version	Date	Approved by	Summary
1.0	21 October 2026	Board of Trustees	First version, written for Brick's Foundation and adopted by the trustees.