



Poppyland
COMMUNITY RADIO

Code of Conduct

October 2021

Mission Statement:

To entertain, to inform and to support the Poppyland area community.

Charitable Objects:

To provide a community radio station as a recreational and information facility in the interest of social welfare and community cohesion with an object of improving the quality of life of the inhabitants of the 'Poppyland' area.

To advance the education and training of disadvantaged young people in the 'Poppyland' area in radio broadcasting and media skills techniques.

CODE OF CONDUCT (2021)

Poppyland Community Radio is a Community Interest Company (CIC) relying on its members, directors and volunteers to maintain certain standards of behaviour and performance to reach the public through its radio broadcasts.

Members and volunteers of Poppyland Community Radio who broadcast programmes or assist in the broadcasting of programmes (broadcasters) are required to be aware of and to understand the following rules and abide by them at all times. Broadcasters shall act in a manner consistent with the mission statement and charitable objects of Poppyland Community Radio and shall not act in any way prejudicial to the viability and integrity of Poppyland Community Radio.

Any breach reported to the directors may result in the broadcaster being suspended until such time as the matter can be discussed with and considered by the Board of Directors. Serious breaches may result in a permanent suspension of the broadcaster.

Standards of broadcast are always in conjunction with the Broadcasting Code (December 2020). In particular when children are likely to be listening the standard shall be of a level that caters for the general community. The choices of music, issues and language shall reflect that standard. Offensive language shall not be broadcast during this time and any other offensive material should always include context. Further information can be found here [Programme-related guidance - Ofcom](#)

Broadcasters must be commissioned by one or more of the directors of Poppyland Community Radio.

Broadcasters shall not, under any circumstances, drink alcohol, take drugs or smoke during broadcast. While using The Belfry Studio broadcasters will not eat food or drink over the equipment. Animals are also not permitted in the studio at any time.

Ref: nCo 3570 11.21

POPPYLAND COMMUNITY RADIO

The Belfry Centre, 23A Cromer Road, Overstrand, Norfolk NR27 0NT

Directors: Paul Hensby (Chair), Mike Goldwater, Adam Wood
Community Interest Company (CIC) No: 13727596

poppylandradio.co.uk



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Broadcasters cannot speak on behalf of the station when on-air or at any other time. When broadcasting their opinions, they must make it clear to listeners that these are their opinions and not those of Poppyland Community Radio.

Broadcasters must not broadcast any content that they know to be untruthful, unlawful, hurtful to others, unfair, prejudiced or likely to incite unlawful behaviour. Poppyland Community Radio will not tolerate content that is detrimental to any groups or individuals due to their race, age, gender, sexual orientation, physical or mental health, opinions, financial position, employment status, perceived lack of education and knowledge. Indeed, Poppyland strives to be as inclusive as possible.

No one under the age of 18 shall be allowed in the studio unless supervised by a parent or agreed caregiver.

The broadcasters shall always respect the contents of the studio and The Belfry Centre, report any damage or loss to a director and leave the studio in a tidy state. All rubbish is to be removed from the studio at the end of the shift.

Broadcasters shall respect other broadcasters, shall not engage in physical or provocative acts towards other broadcasters, nor shall in any way interfere with the legitimate broadcast of any other broadcaster.

Under no circumstances must a key be passed on to a 3rd party, including other broadcaster, unless authorised by the Station Manager.

Community notices and trailers are to be broadcast in accordance with the guidelines set by the directors.

Broadcasters must inform a director and/or station manager, as soon as possible if they are unable to make their scheduled broadcast. A broadcaster missing two consecutive scheduled broadcasts without good reason shall be considered to be in breach of this code.

Any messages received during a broadcast shall be noted in full and passed on to the appropriate person as soon as possible.

After completing a show the broadcaster must lock the PC and ensure the windows are shut, the doors are locked, the sign is brought in, and other items on the exit list posted by the door are carried out. They are also to sign the diary with the time duration of their show also included. Broadcasters shall be available for training in the use of studio equipment and studio protocols as required by the directors.

I declare that I have read and understood the Code of Conduct for Poppyland Community Radio.

Name.....

Date

Signature