

SICA Code of Practice

SICA is committed to promoting the highest standards of Scottish Celebrancy. This Code of Practice ensures that members adhere to professional excellence, maintaining client trust and confidence. A celebrant led Self Reflection Process is in place to support continuous development and uphold SICA's standards. This code of practice will be adhered to by all. Possible breaches of the code will be investigated by the SICA Committee, whose decisions will be considered final.

Core Principles

The Code of Practice:

- Defines and maintains professional, competent, and ethical standards for celebrants.
- Provides guidance for celebrants regarding client expectations and best practices.
- Includes a Peer Review Process to foster professional growth for both celebrants and reviewers.
- Respects the individuality of each celebrant's approach to their work.

To maintain Full Membership, every SICA celebrant must:

- Adhere to the **Code of Practice**, with no upheld complaints in the past year.
- Comply with all relevant **legislation**, including GDPR and marriage regulations.
- Complete a **Celebrant Led Peer Review** annually. Completed peer review forms should be uploaded electronically via SICA website.
- Hold a current **Basic Disclosure Certificate**.
- Have a **Self-Care Plan** or demonstrate an understanding of self-care with examples of suitable strategies (resources available upon request).
- Engage in at least **two CPD activities annually**, such as:
 - Attending CPD sessions.
 - Participating or attending different styles of services or ceremony.
 - Reading relevant resources or books or online resources.
 - Completing training courses

- Taking a tour of a new crematorium or visit new ceremony venue.
- Any other activity which improves your practice and understanding of celebrancy.
- Members should keep a log of qualifications and CPD training.

Working with clients

- Be punctual and appropriately dressed for all situations (client visits and ceremonies) acknowledging that clients may prefer a more or a less formal approach and may request specific dress codes.
- Clearly outline all costs.
- Maintain strict client confidentiality.

They must uphold high standards in interactions with other professionals (e.g. funeral directors, musicians, vendors) and avoid actions that:

- Bring SICA or independent celebrancy into disrepute.
- Impose personal beliefs over client preferences.
- Promote other interests or ideologies through client interactions.
- Discriminate against anyone, whether clients, or colleagues, or other professional contacts, on grounds of any protected characteristics.

Creating Ceremonies

Celebrants must deliver tailored ceremonies that meet client expectations and needs by:

- Using accurate information and allowing the client the opportunity to input and amend drafts.
- Respecting client beliefs and promoting equality and diversity.
- Providing support in sourcing music, readings, or poetry when needed.

Legal, Financial, and Ethical Standards

SICA members must:

- Comply with all legal regulations relevant to celebrancy work..
- Keep accurate business records and adhere to taxation laws.
- Maintain appropriate insurance coverage including but not restricted to standard SICA membership cover.
- Have a Disclosure Scotland basic disclosure certificate.
- Safeguard client data in line with GDPR compliance with the Guidance on GDPR, which can be found here: [Guide to the UK General Data Protection Regulation \(UK GDPR\)](#) | [ICO](#)

Complaints Procedure

SICA members must:

- Provide clients with the opportunity to give feedback or make complaints to themselves or directly to SICA, providing SICA contact details for this purpose. (SICA Complaints Procedure is available)
- Manage disputes professionally and in a timely manner and escalate unresolved issues to the SICA Committee.
- Notify the SICA Chair promptly of any incidents or challenging situations that may lead to complaints.

Diane McLeish – Vice Chair April 2025