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norfolk archaeological trust

Code of Conduct for Staff and Volunteers

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| Name of Policy | Code of Conduct for Staff and Volunteers |
| Aim of Policy | The purpose of the policy is to ensure a free, open and accountable workplace |
| Related Organisational Aims & Objectives | |
| Intended Audience | Staff and Volunteers |
| Approved By | NAT Council |
| Date Approved | 09.04.2019 |
| Review Cycle | Every 3 Years |
| Review Due Date | 2022 |
| Individual Responsible for Review | Co-Directors |
| Comments on Last Review | |

Code of Behaviour for staff and volunteers, Norfolk Archaeological Trust

POLICY

Principles

As an adult working in Norfolk Archaeological Trust – whether as a member of staff or a volunteer – you have a responsibility to ensure that everyone attending Norfolk Archaeological Trust's activities, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult working in Norfolk Archaeological Trust to ensure that:

- ✓ their behaviour is appropriate at all times;
- ✓ they observe the rules established for the safety and security of children, young people and vulnerable adults;
- ✓ they follow the procedures following suspicion, disclosure or allegation of child abuse;
- ✓ they recognise the position of trust in which they have been placed; and
- ✓ in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate

All persons who wish to work with Norfolk Archaeological Trust must accept and understand this policy. They must also agree to put Norfolk Archaeological Trust's policies on safeguarding children and vulnerable adults into practice.

Meeting your responsibilities

To give positive guidance the Code of Behaviour (below) provides a list of 'do's and don'ts' to help you ensure that:

- ✓ the welfare of the children and/or young people and/or vulnerable adults for whom you may have a duty of care is safeguarded;
- ✓ you avoid compromising situations or opportunities for misunderstandings or allegations.

Code of behaviour

- ✓ **DO** put this code into practice at all times
- ✓ **DO** treat everyone with dignity and respect
- ✓ **DO** set an example you would wish others to follow
- ✓ **DO** treat all young people equally - show no favouritism
- ✓ **DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others
- ✓ **DO** follow recommended adult/young people ratios for meetings and activities
- ✓ **DO** respect the right to personal privacy of a child, young person or vulnerable adult
- ✓ **DO** avoid unacceptable situations within a relationship of trust, *eg:* a sexual relationship with a young person, or vulnerable adult over the age of consent

- ✓ **DO** allow children, young people and vulnerable adults to talk about any concerns they may have
- ✓ **DO** encourage others to challenge any attitudes or behaviours they do not like
- ✓ **DO** avoid being drawn into inappropriate attention seeking behaviour *eg*: tantrums and crushes
- ✓ **DO** make everyone aware of Norfolk Archaeological Trust's procedures for safeguarding children, young people and vulnerable adults
- ✓ **DO** remember this code even at sensitive moments *eg* when responding to bullying, bereavement or abuse
- ✓ **DO** keep other members of staff/volunteers informed of where you are and what you are doing
- ✓ **DO** remember someone else might misinterpret your actions, no matter how well-intentioned
- ✓ **DO** take any allegations or concerns of abuse seriously and refer immediately.

- ✗ **DO NOT** trivialise abuse
- ✗ **DO NOT** form a relationship with a child, young person or vulnerable adult that is an abuse of trust
- ✗ **DO NOT** permit abusive peer activities *eg*: initiation ceremonies, bullying
- ✗ **DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual
- ✗ **DO NOT** play physical contact games with children, young people or vulnerable adults
- ✗ **DO NOT** make suggestive remarks or threats to a young person, even in fun
- ✗ **DO NOT** use inappropriate language - writing, phoning, email or internet
- ✗ **DO NOT** let allegations, suspicions, or concerns about abuse go unreported
- ✗ **DO NOT** just rely on your good name to protect you

Change Record

| Date of change | Changed by | Comments |
|----------------|------------|---|
| 09/06/2019 | CD | Policy approved by NAT Council 09/06/2019 |
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