**Code of conduct and guidelines**

for staff, workshop leaders and volunteers at the Ashmolean Museum working with children, schoolchildren, young people or vulnerable adults.

This code of conduct should be shared with all staff, volunteers, workshop leaders or artists prior to delivery and followed.

**Leaders will**

* prioritise the welfare and safety of children, young people and vulnerable people at all times
* display high standards of behaviour and professionalism.
* ensure that the activities that you are responsible for are appropriate to the age, maturity and ability of participants and be prepared to adapt them to meet any specific needs.
* consider content when planning and delivering a sessions, being aware that children and vulnerable adults may have backgrounds which could make them sensitive to certain issues.
* report safeguarding concerns or disclosures to the duty manager or group leader immediately.
* keep valuables with you at all times.
* if leaving equipment, please ensure the room is locked.
* ensure there are always two adult leaders present, one who has an enhanced DBS certificate
* ensure emergency contact details are provided in a GDPR compliant way in a session where children are unaccompanied

**Leaders will not**

* leave children alone in a workshop or event space.
* make physical contact or get very close to children or vulnerable adults without checking with a responsible adult and explaining what you are doing.
* take children or vulnerable adults to the toilet or offer to be responsible for other children if a parent takes a child to the toilet.
* use a personal electronic device (e.g. camera phone) to take photographs that include images of children or vulnerable adults.
* give out personal contact details (e.g. mobile phone number, social network/email address) to a child, young person or vulnerable adult
* reply to a request to be a ‘friend’ through social media. In the event of a youth forum, a work number can be given as long as that number is known across the museum.
* give lifts in their car to children or vulnerable adults or to walk/escort them home.
* take children or vulnerable adults home.
* use actions or language that may cause a child or vulnerable adult to lose self-esteem, confidence or cause embarrassment (e.g. offensive language or sexual innuendo).

**Reporting Accidents or incidents**

* In the event of an accident/health and safety incident, please alert the closest member of Visitor Services who will call for a first aider on your behalf. Do not attempt to deal with the situation by yourself.
* immediately report to the group leader or manager any allegations made by a child or vulnerable adult against you.

**Digital Safeguarding for staff and volunteers should be followed, see the policy for details**