



## Code of conduct for adults in contact with children and young people under the age of 18

We all have a responsibility to keep children safe. This code outlines the conduct that the Haberdashers' Company (the Company) expects from all members, trustees, employees, officers, consultants, freelancers, self-employed contractors, casual workers, agency workers, volunteers and interns (known for the purposes of this policy as 'Company representatives'). The code is there to help us protect children and young people from abuse and to feel safe, respected and valued and to reduce the possibility of unfounded allegations of abuse being made against you. Everyone taking part in our activities must agree to follow the code of conduct.

### Safeguarding context

- School pupils normally visit Haberdashers' Hall under the supervision of school teaching staff.
- Visits to schools occur under school supervision and visitors must comply with school safeguarding, visitor and behaviour policies.
- All members of the Company's staff who are responsible for schools' programmes and are eligible for a DBS check will receive enhanced DBS checks and safeguarding training.

### Responsibilities

In your role at the Company, you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with.

You are responsible for:

- Operating in accordance with the Company's policies and procedures.
- Staying within the law at all times.
- Follow any specific requirements communicated to you regarding e.g. as a result of a risk assessment on a school visit.
- If you have any concerns that a child or young person may be at risk of harm, or you see or hear something that concerns you, reporting it immediately to the responsible teacher and the Director for Schools & Estates. Do not discuss your concerns with the child or young person, do not promise confidentiality if a disclosure is made to you and do not carry out an investigation.
- Prioritising the welfare of children and young people.
- Modelling good behaviour for children and young people to follow.
- Challenging all inappropriate behaviour and report any breaches of the Company code of conduct by any Company representative to the Clerk of the Company.

### Respecting children and young people

You should:

- Listen to and respect children and young people at all times.
- Respect a young person's right to personal privacy.
- Treat children and young people fairly and without prejudice or discrimination, respecting differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief.
- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid discussing sensitive issues with children and young people.
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people.

### Inappropriate behaviour

You must not:

- Take any photographs or make recordings on personal devices.
- Take any photographs or make recordings using the Company's devices without school permission – it is important to recognise that schools may not have permission to take photographs or make recordings for some pupils.
- Take unnecessary risks.
- Develop inappropriate relationships/make inappropriate promises.

- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account. If any form of follow up contact is required, this should be arranged via the school.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- At social events, where alcohol is served to adults, give alcohol to children and young people or, yourself, become intoxicated.
- Rely on the reputation of the Company to protect you.
- Allow allegations of abuse or misconduct or breaches of this code to go unreported.

### **Consequences of breach of this code**

Any breaches of the requirements set out in this code may result in disciplinary action which could lead to dismissal and will be notified to future employers; similarly, volunteers may be removed from their roles. Serious breaches will also result in a referral being made to a statutory agency such as the police, children's social care and/or the Disclosure and Barring Service. There may also be a duty on the charities associated with the Company to file a serious incident report with the Charity Commission.

We are committed to reviewing this code annually.

This code was last reviewed on: 8 Nov 2023