

# Safeguarding children

## Code of Behaviour

Everyone working or volunteering with the Council for British Archaeology (CBA) and the Young Archaeologists' Club has a responsibility to ensure that children and young people are protected from abuse. It is your responsibility to ensure that:

- your behaviour is appropriate at all times;
- you observe the rules established for the safety and security of children and young people; and
- you understand the position of trust in which you have been placed

The Code of Behaviour outlines the behaviour expected of adults involved in the Young Archaeologists' Club, including parents and adults from other organisations, who engage with members of YAC branches (aged 8-16), or with YAC's young volunteers (aged 16-17). YAC volunteers aged 16 and 17 years old are both protected by and required to follow the Code of Behaviour.

Following this code will help to protect children and young people from abuse and inappropriate behaviour from adults. It will also help you to maintain the standard of behaviour expected of you, and will reduce the possibility of unfounded allegations of abuse being made against you.

**Remember:** All members of staff and volunteers must report breaches of this code to their YAC Branch Leader or to Mike Heyworth, CBA Director and Designated Safeguarding Officer, on 01904 521232 (office hours), or 07793 817510 (outside office hours). Our Deputy Safeguarding Officer is Gill Bull, CBA Deputy Director: 01904 521234 or 07770 249307.

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### Do:

- **Do** make sure everyone you are working with is aware of this Code and our safeguarding and child protection policy and procedures.
- **Do** take allegations or concerns seriously and refer them to your line manager, YAC Leader or Designated Safeguarding Officer immediately.
- **Do** treat everyone with dignity and respect, treating all children and young people equally and setting an example for others to follow.
- **Do** value children's contributions and involve them in planning and reviewing activities.
- **Do** plan activities that involve more than one other person being present and make sure you are always within the sight or hearing of another adult.
- **Do** tell other colleagues where you are and what you are doing.
- **Do** respect a young person's right to personal privacy.
- **Do** avoid unacceptable situations within a relationship of trust, for example a sexual relationship with a young person who is over the age of consent.
- **Do** allow young people to talk about any concerns they have.
- **Do** encourage others to challenge attitudes and behaviour they do not like.

### Do not:

- **Do not** trivialise abuse.
- **Do not** let allegations, suspicions or concerns about abuse go unreported.
- **Do not** develop social relationships. If you do come into contact with children you work with in a social situation, try and maintain a professional distance.
- **Do not** spend periods of time alone with children, transport them in a car or take them to your home unless in an emergency in which case tell someone what you are doing.
- **Do not** make suggestive remarks or threats to young people, even in fun.
- **Do not** use images of young people when consent has not been given or for purposes outside the limits of that consent.
- **Do not** give children or young people your personal contact details (telephone numbers, email addresses or postal address), or those of other staff or volunteers, for reasons other than directly linked to CBA activities, and do not use children's contact details for anything other than the purpose for which they were given.
- **Do not** permit abusive behaviour, such as bullying.
- **Do not** make inappropriate promises to children, particularly in relation to confidentiality (e.g. 'I won't tell anyone that you...').
- **Do not** rely on your good name and reputation or that of the CBA to protect you.

This code is from the [Council for British Archaeology's Child Protection Policy and Procedures](#).