

Council of British Archaeology's Safeguarding Code of Behaviour

Everyone working or volunteering with the CBA has a responsibility to ensure that children and adults at risk are protected from abuse. This code of behaviour applies to behaviour in the **physical and online environment**. Any alleged breaches of the Code of Behaviour should be reported in the first instance to your line manager, to a YAC branch leader or to one of the Designated Safeguarding Leads (DSLs)

Rights

- Treat everyone equally, with dignity and respect.
- Model good behaviour.
- Value everyone's contributions and involve participants in planning and reviewing activities.
- Respect people's right to personal privacy. This includes giving people a choice about how they chose to engage. Examples of this in the physical environment may include not wanting to have an image taken. In the online environment, this could be having their camera turned off.
- Allow people to talk about any concerns they have.
- Do not make suggestive remarks or threats to anyone, even in fun.
- Do not permit abusive behaviour, such as bullying.
- Do not make inappropriate promises, particularly in relation to confidentiality, e.g. you can tell me and I will keep it to myself.

Responsibilities

- Make sure everyone you are working with is aware of this Code, the safeguarding policy and procedures and the digital safeguarding policy.
- Plan activities that involve more than one other person being present; do not start groups until two adults are present and only go into smaller groups or use breakout rooms if you have enough adults to ensure that each group has two adults.

- Encourage others to challenge attitudes and behaviour they do not like.
- Do not use images or recordings of young people when consent has not been given or for purposes outside the limits of that consent.
- Report any allegations, suspicions or concerns about safeguarding.

Relationships

- If you do come into contact with children or adults at risk whom you know through the CBA, outside of the groups in the physical environment or online, e.g. through your personal social media accounts, maintain a professional distance, refuse friend requests or follows.
- Do not engage in any behaviour which is in any way abusive.
- If a situation arises where a child communicates with you online individually, or you are in a group with no other adults, explain to the child about the rules and take action, e.g. reply back copying in the parent, stop the meeting until the other adult arrives.
- If someone specifically asks for or needs some individual time with you, for example, to discuss a safeguarding or wellbeing concern, ensure other staff or volunteers know where you and the person are and let the leader and DSL know about the incident.
- Do not give children or adults at risk your personal contact details or those of other staff members or volunteers (telephone numbers, email addresses, social media details or postal address) for reasons other than directly linked to CBA activities, and do not use someone's contact details for anything other than the purpose for which they were given. If a child or adult at risk tries to follow or befriend you through your personal account, explain why you cannot allow this.