

# SAFEGUARDING CODE OF CONDUCT

We expect all B&HM staff to abide by the following safeguarding code of conduct in all aspects of their work. Any breach of this code of conduct will be taken seriously and may result in disciplinary action.

## All staff are expected to:

- Be familiar with the Brighton & Hove Museums safeguarding policy and their responsibilities.
- Treat everyone visitors and staff with dignity and respect, and without bias or favouritism.
- Never use language and behave in a way that is harassing, abusive, sexually provocative or demeaning.
- Take all safeguarding concerns seriously and report all concerns, suspicions and allegations to the safeguarding leads as soon as possible, in line with the charity's procedures.
- When visiting our partners or interacting with children and adults with care and support needs:
  - Behave in a calm, positive, supportive and respectful manner.
  - Check with partner project staff whether they have any safeguarding measures or guidelines on conduct which they would like you to follow.
- Ensure you are not left alone with a child, young person or adult with care and support needs, including travelling alone with them.
- Never provide personal details to a child, young person or adult with care and support needs. Do not request their contact details or make friends with them or engage with them online.
- Never develop inappropriate relationships with children or young people including engaging in any form of sexual activity with a child or young person regardless of the age of consent or local legislation and customs.
- Never engage in sexual relationships with adults with care and support needs participating in projects supported by the charity.
- Never use physical punishment or discipline or force of any kind towards children, young people or adults with care and support needs.
- Only take photographs or video recordings where you have explicit authorisation from Brighton & Hove Museums to do so and where appropriate consent has been obtained from the individual, including written parental consent for children and young people under the age of 18.