



THE NORFOLK ARCHAEOLOGICAL TRUST

Policy for Working with Children, Young People and Vulnerable Adults

The Norfolk Archaeological Trust believes that the welfare of children¹ is paramount and that it has a duty to care for children visiting its properties.

This policy is intended for employees, contractors and volunteers working with children at Trust sites, including part-time staff and seasonal staff². While primarily intended to safeguard children and vulnerable adults this policy is also meant to protect those working with and for the Trust from any false allegation of improper conduct.

The Trust will:

- Expect all employees/contractors/volunteers to treat children with respect
- Take all reasonable steps to protect children from hazards
- Carefully recruit and select all adults working with children at our sites. Trust staff, contractors or volunteers may be obliged to agree to a Disclosure check to be completed by the Criminal Registration Bureau at the level deemed appropriate to their post.
- Provide appropriate support and training for employees and volunteers. Every employee, contractor or volunteer working on a Trust property who may have contact with children will be provided with this 'Policy for working with children'.
- Ensure that permission is sought for taking and using images of children.
- Take allegations of abuse very seriously. Allegations should be reported directly to the police authorities.

¹ This definition of children covers people up to the age of 16 (and also vulnerable young adults)

² It also applies to freelance educational contractors employed for a specific project and regular educational volunteers.



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Child Protection Code of Conduct for Conducted Groups

Please follow these guidelines if you are helping to support a visit to one of our sites:

- If the children visiting a Trust site are under 8 years of age the adult: child ratio provided by the schools should be a least 1:8. It is the responsibility of the school or organisation leading the visit to ensure this ratio is adhered to. If there are more than 8 children per adult provided by the school you should not take part in the visit.
- Never assume the role of *in loco parentis* - for example, accompanying a child to the toilet. This is the responsibility of the school or organisation leading the visit.
- Ensure the adult responsible for the children is present at all times (only children over the age of 16 should be allowed unaccompanied to a Trust property)
- Be open and friendly but avoid being too familiar
- Avoid unnecessary physical contact
- Do not go anywhere alone with minors as this might put you in a compromising position
- Be alert to the presence of strangers/other who might wish to do the children harm.
- Ensure that the children's welfare and safety are paramount at all times