

Equal Opportunities Policy

Uckfield & District Preservation Society Ltd values the contributions of all individuals and will not tolerate unfair or unlawful discrimination or harassment on grounds of gender, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin. We will treat our trustees, employees, members, volunteers, suppliers and members of the public and other organisations with dignity and respect. Any alleged breaches of this policy will be taken seriously and will be fully investigated by the Board of Directors.

Child and Vulnerable Adult Protection Policy

Uckfield & District Preservation Society Ltd believes that every child has the right to feel safe and protected at all times from any situation or practice that might result in physical or mental harm. In this policy, the word **child** refers to any young person under the age of eighteen or any vulnerable adult and the word **staff** refers to any trustee, employee, member or volunteer. A **designated person** may be any Director of the Society. This policy applies to all staff and they will be required to adopt the Society's Code of Behaviour. We are committed to reviewing this policy and code of behaviour at regular intervals.

Code of Behaviour

Staff and volunteers should not:-

- 1 spend excessive amounts of time alone with children away from others. Meetings with individual children should be avoided or take place within the sight of others. If privacy is needed, the door should remain open and other staff should be aware of the meeting.
- 2 make unnecessary physical contact with children. There may be occasions when physical contact is unavoidable such as providing comfort at times of distress or physical support in visiting our buildings. In all such cases, contact should only take place with the consent of the child.
- 3 take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and other staff.
- 4 meet children outside of organised activities, unless it is with the knowledge and consent of the parents (or guardians) and other staff.
- 5 show favouritism to any one child, nor issue or threaten any form of physical punishment.
- 6 start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person.
- 7 not even in fun should you :-
 - a initiate or engage in sexually provocative conversations or activity.
 - b allow the use of inappropriate language to go unchallenged.
 - c do things of a personal nature for children that they can do themselves.
 - d allow any allegation made by a child go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
 - e make promises to keep any disclosure confidential from relevant authorities.

Staff and volunteers should:-

- 1 respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
- 2 be aware of the need to report concerns or incidents to a designated person.
- 3 make others aware if they find themselves the subject of inappropriate affection or attention from a child.
- 4 report to a designated person any concern relating to the welfare of a child in their care, be it about the actions or behaviour of another member of staff or volunteer, or a concern based upon a conversation with the child, particularly where the child makes an allegation.