



**Heneb**

# **CODE OF CONDUCT FOR VOLUNTEERS**

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## Code of Conduct for Volunteers

Heneb recognises that volunteering has immense benefits for both the volunteer and our company. However, to ensure that all participants can gain the maximum benefit from their time with us, we expect all volunteers to adhere to our Code of Conduct. This code is applicable to both Heneb staff (its terms form part of the staff handbook) and our volunteers and is intended to ensure that all those participating in our events can do so safely, without suffering harassment or unwanted attention / behaviours.

The code is divided into sections for ease of reference. Section 4 sets out the minimum standards that all those either working or volunteering with Heneb must adhere to.

The full code, including sanctions that may be applied to those who fail to adhere to the terms within it, can be found at Sections 5 and 6 below.

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## 1. Abbreviations & Terms

The following abbreviations and terms shall have the meanings set out in the table below throughout the policy.

BSC	Means the Board Safeguarding Champion
CCV	Means the Code of Conduct for Volunteers and all clauses within it.
DSL and DDSL	Means the Designated Safeguarding Lead and Designated Deputy Safeguarding Lead
Activity	Means any activity or event organised by Heneb. This includes but is not limited to: community digs, office-based work, guided walks, lectures and open days.
Heneb	Means Heneb: The Trust for Welsh Archaeology and all its offices sites and activities.
SGT	Means the Safeguarding Team, which comprises the Board of Trustees' Safeguarding Champion, the Designated Safeguarding Lead and the Designated Deputy Safeguarding Lead.
Volunteer	Means any person participating in an activity organised by Heneb, regardless of the nature of that participation.

## 2. Statement of Intent

All activities hosted by Heneb: The Trust for Welsh Archaeology actively promote safety, comfort and enjoyment for all attendees and participants. The policies we have in place apply across all our activities, whether these are online or in person. Those who fail to follow or break our policies may experience a range of consequences from their actions or inactions.

Heneb does not and will not tolerate any form of harassment of any attendee, participant or staff member, nor risk an activity due to the actions of any person.

The purpose of the Code of Conduct for Volunteers (CCV) is to set out standards of behaviour expected of those who volunteer with Heneb. It aims to create a safe space where all will feel comfortable. It sets out the behavioural standards we expect from those attending our activities, and how to act when these are not met. All volunteers are required to read, sign and comply with this Code of Conduct.

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### 3. Scope of the Code of Conduct for Volunteers

This Code of Conduct applies to all those who participate in events or activities hosted by Heneb, regardless of location. There are no exceptions, including those who may have real or perceived importance, rank, reputation or personage.

This Code protects all participants regardless of age; disability; faith or religious beliefs; gender; gender identity or expression; nationality or cultural background; neurodiversity; physical ability; appearance or body size; race; sexual identity or orientation; and / or socio-economic status.

### 4. Minimum Standards

The following are the minimum standards expected of all volunteers. These form part of the full Code of Conduct for Volunteers which is set out at (5) below.

All volunteers should:

- Read, sign and follow this CCV in all your interactions with Heneb
- Perform their volunteer role to the best of their abilities in a safe, efficient and competent manner
- Respect all health and safety requirements and other instructions given by Heneb and/or Heneb's partners when attending Heneb events and activities
- Respect the professional archaeologists and specialist staff on site
- Treat others with fairness, equality, dignity and respect
- Always communicate respectfully and honestly
- Understand that they are responsible for transport to and from any event
- Understand that Heneb staff are unable to accept gifts of any sort
- Keep all information, research or other documentation that they encounter as part of their role confidential and not disclose this to persons outside Heneb
- Maintain an appropriate standard of dress for the event or activity in which they are participating

### 5. The Full Code of Conduct

This section sets out the full Code of Conduct that all volunteers attending events or activities hosted by Heneb, regardless of location, should adhere to. All volunteers will be provided with a copy of this code and will be expected to sign and return the form at the end to confirm that they have read and accept its terms.

**Please note: Heneb reserves the right to restrict the activities of or refuse participation to any volunteer who does not sign this code.** Information on the sanctions that may be applied where volunteers fail to adhere to the code is given at (6) below.

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a. Volunteering Roles

All volunteers will receive an induction when starting with Heneb which will set out their roles and responsibilities. Where technical or other training is needed, Heneb will ensure that all volunteers receive this at the start of their time with us. Thereafter it is the responsibility of the individual volunteer to adhere to all instructions given.

You must:

- Adhere to all instructions regarding your role given you by a member of Heneb staff or other professional / specialist staff at an event
- Advise Heneb staff immediately if you have not had the relevant training to undertake a task given to you
- Advise Heneb at the outset of any medical or physical conditions or other restrictions that may impact on the type of role that you can undertake, or which might impact on other volunteers
- Keep confidential any information or research that you are party to when undertaking volunteering roles with Heneb
- Adhere to any legal or regulatory requirements that are relevant to your role within Heneb

Volunteers must not:

- Undertake any role for which they have not received the appropriate training
- Disregard instructions given to you by Heneb, partner or specialist staff involved in an event or activity.
- Fail to notify Heneb staff of any medical or physical conditions or other restrictions that may impact on the type of role that you undertake, or which may impact on other volunteers
- Distribute, publish or otherwise release information which you have become party to during your role. This includes but is not limited to Information on finds or archaeological sites or any other information which could be considered to have commercial value
- Act in such a way during events or activities that might bring Heneb or partner institutions into disrepute
- Act in a way which contravenes the laws of England and Wales

b. Health and Safety, Personal Protective Equipment (PPE)

All volunteers will receive a health and safety briefing at the start of each event and will be required to read and sign the associated risk assessment.

Volunteers must also:

- Ensure that any PPE issued is used properly and returned to staff either daily or at the end of any event or activity, whichever is earlier
- Adhere to all health and safety instructions issued by Heneb or partner staff
- Adhere to any additional instructions given by other professional or specialist staff

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Volunteers must not

- Misuse or damage PPE issued by Heneb
- Endanger themselves, other volunteers or staff by disregarding safety instructions

c. Treatment of Others

Heneb is committed to ensuring that all volunteers are treated equally and with respect and fairness, regardless of age; disability; faith or religious beliefs; gender; gender identity or expression; nationality or cultural background; neurodiversity; physical ability; appearance or body size; race; sexual identity or orientation; and / or socioeconomic status.

In practice, this means that all volunteers must:

- Avoid any language that could be construed as racist, misogynistic, misandry or other derogatory term.
- Avoid acting in a way which could be construed as harassment
- Avoid acting in a way which is disruptive, or which could impact on the management of the event or activity
- Not subject anyone to unwelcome or unwanted attention of any nature
- Avoid using language which explicitly or sexually objectifies any other volunteer or member of Heneb or partner staff
- Consistently violate the personal space of another volunteer or member of Heneb or partner staff

d. Communications: verbal, written and via social media

Heneb realises that volunteers may wish to communicate with each other via various channels. This section of the CCV therefore seeks to set out a standard which all volunteers must adhere to when communicating with Heneb staff or other volunteers.

Internal Requirements:

- All communications, whether spoken or written (including but not limited to via text, email or social media channels) must be civil
- Communications must not contain language that could be construed as racist, misogynistic, misandry or otherwise derogatory in nature
- Communications must be necessary and not excessive. Repeated emails, messages etc regarding an issue which is deemed resolved will not be accepted
- Heneb staff will not 'follow' volunteers using their personal social media channels, **except** in the instance that the volunteer is a member of family or known to the staff member prior to their volunteering role

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- Volunteers should not request the personal social media identities of Heneb staff, **except** in the instance that the staff member is already a member of their family / social circle prior to their volunteering

e. Legal Compliance and Computing Technologies

Heneb complies with all laws applicable in England and Wales regarding the use of mobile and computing technologies. Volunteers are required to ensure that all use of such technologies while undertaking their role with Heneb likewise adheres to these laws.

Where Heneb suspects that a volunteer is using mobile or computing technology provided to them as part of their role in a way which contravenes the laws of England and Wales, such activity will be referred to Heneb's management team in the first instance. Should the misuse be of a serious nature, Heneb reserves the right to involve the statutory authorities.

**For the avoidance of doubt:**

Volunteers **must not**:

- Use any of Heneb's mobile or computing technologies to take or distribute images of a sexual or extremist nature.
- Use any of Heneb's mobile or computing technologies to record any person **unless** such recording forms part of an event and is overseen by authorised Heneb or partner staff, and explicit, written consent has been given by the person being filmed.
- Use Heneb's mobile or computing technology to view, create and/or distribute any material that is sexual or extremist in nature
- Use their own mobile or computing technology to display any material that is sexual or extremist in nature at any event or activity being run by Heneb

**PLEASE NOTE: ANY ATTEMPT TO SHOW MATERIAL OF A SEXUALISED OR EXTREMIST NATURE IN PUBLIC TO OTHER VOLUNTEERS OR MEMBERS OF STAFF WILL RESULT IN THE VOLUNTEER BEING REMOVED AND REFERRED TO THE STATUTORY AUTHORITIES.**

For further information on this please refer to the Indecent Display Control Act of 1981 [here](#), the Communications Act [here](#) and information on the laws relating to extremist material [here](#).

f. Limitations of Heneb's Provision

Heneb recognises that the time and dedication of volunteers adds a great deal of value to our organisation. However, there are limitations to the roles and to the support that Heneb can offer. We set out below some of our responsibilities and the limitations to these below:

Heneb will:

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- Ensure that everyone who volunteers with us receives an induction, which sets out their role and responsibilities
- Where necessary, provide training in any technical aspects of the volunteer role as well as appropriate PPE
- Heneb will ensure, as far as is reasonably practicable, the health and safety of all volunteers, whether during an event or activity or at Heneb offices
- Ensure that no volunteer is discriminated against or harassed based on any characteristic set out in (c.) above
- Ensure that any issues or concerns raised by volunteers are investigated quickly and fairly by the Safeguarding Team

Heneb will not:

- Discriminate against any volunteer based on the characteristics detailed in (c.) above or for raising issues or concerns with the safeguarding team
- Require any volunteer to undertake a role for which they have not been trained or for which they lack the appropriate PPE
- Provide transport to or from an event or activity in company vehicles. **Caveat:** where the nature of the event or activity requires transport (e.g. coach) Heneb will advise volunteers accordingly. Where such transport is provided, volunteers must adhere to the points under (c.) above

## 6. Violations of the Code of Conduct: Sanctions and Appeals

This Code of Conduct is intended to protect not only volunteers but also Heneb and partner staff. To do so, Heneb encourages both volunteers and staff to be 'active bystanders' and to call out those who fail to adhere to it, when it is safe for them to do so.

However, this is not always possible. Volunteers and staff are therefore encouraged to report any concerns to the Safeguarding Team as soon as is reasonably practicable.

If in the opinion of the volunteer there is immediate danger to a person or persons, they **must** liaise with Heneb staff running the event or activity and if necessary, involve the emergency services.

### Sanctions

Where volunteers fail to adhere to this CCV, or where a report/concern has been investigated and upheld, this may result in a volunteer's role within Heneb being restricted or terminated.

If a concern has been raised, the Safeguarding team will normally discuss this with the volunteer(s) concerned, to see if this can be resolved without the need for removal of any volunteer. Resolution may take the form of but is not limited to:

- Restriction to certain types of volunteer or public activity/event

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- In cases where there has been a 'character clash', preventing the volunteers from attending the same activities/events
- Supervision of the volunteer over a certain period to gauge whether the unwanted behaviour has stopped / recurred

Volunteers may have their role terminated if:

- Their behaviour endangers their life or the lives of other volunteers and staff
- Their behaviour contravenes the laws of England and Wales
- They fail to declare any medical or physical condition or other restriction which impacts on their ability to undertake the role, or which may impact on the safety of other volunteers, staff or members of the public
- They fail to modify their behaviour after a period of close supervision
- They contravene the requirements of the Code of Conduct for Volunteers or of other Heneb policies and procedures relating to their role

#### Appeals

If a volunteer has their role terminated, they have the right to appeal to the chief executive officer who will review the termination.

## 7. How to Report an Incident under the Code

To report a concern verbally:

<b>During Office Hours:</b>	
Call the Designated Safeguarding Lead	01248 366 970 / 07741 292 802
Or call the Deputy Safeguarding Lead	01639 501703
<b>Out of Hours:</b>	
Designated Safeguarding Lead	07741 292 802
Deputy Safeguarding Lead	01639 501703

To report a concern in writing, please email [safeguarding@heneb.org.uk](mailto:safeguarding@heneb.org.uk)

The Safeguarding Team will give an initial response within 2 working days of a written report; we will then keep the reporter updated at regular intervals.

Where the Safeguarding Team receive a report of concerns, it will be passed to the DSL or their deputy in the first instance. They will then follow the investigation matrix as set out in the HEN-PY55 Safeguarding Policy. Our Safeguarding Policy is available on our website. Alternatively, volunteers may request a copy in writing by contacting [safeguarding@heneb.org.uk](mailto:safeguarding@heneb.org.uk)

If you have any questions relating to this Code of Conduct for Volunteers or Heneb's safeguarding policies and procedures, please contact the Safeguarding Team in the first instance.

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**Declaration**

We would be grateful if you would complete the declaration on the following page and return it to us as soon as possible using the details given at the bottom of the form.

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**DECLARATION**

By signing this declaration, I confirm that I have read and understood the Code of Conduct for Volunteers and understand the terms set out in it. I also understand that I must adhere to those terms when attending any activity hosted by Heneb, whether digital or in person. I also confirm that I understand the sanctions that may be applied to those who do not adhere to the terms, which are set out in Section 5 of the full code.

Full Name (Block Capitals):	
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Signature:	
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Date:	
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Region:	
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Please complete this Declaration and return it to the Safeguarding Team on the addresses below.

Digital format: [safeguarding@heneb.org.uk](mailto:safeguarding@heneb.org.uk)

Paper format: The Safeguarding Team, Heneb: Ymddiriedolaeth Archaeoleg Cymru, Craig Beuno, Ffordd y Garth, Bangor, Gwynedd, LL57 2RT.

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