**ASHFORD INTERNATIONAL MODEL RAILWAY**

**EDUCATION CENTRE**

A PROJECT BY ASHFORD MODEL RAILWAY MUSEUM

REGISTERED CHARITY 1168774

POLICY STATEMENT AND PROCEDURE FOR CODE OF CONDUCT FOR STAFF & VOLUNTEERS

Document Reference AIMREC/P03

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**Code of Conduct for Staff & Volunteers**

AIMREC’s core objective is to entertain, inform and educate our visitors through the presentation, operation and interpretation of model railways and railway related material, in a friendly, safe, and welcoming environment for all. Railway modelling and railway enthusiasm in general encompass a diverse group of interests and attract a diverse group of people, one of the strengths of the hobby. It is therefore appropriate that our staff, our volunteers, and our visitors will be welcomed and shown respect and be fairly treated irrespective of their age, gender, ethnicity, religion, sexual orientation, disability or level of experience in the hobby.

**Basic Principles**

To meet this commitment, we have established some basic principles for staff and volunteers to follow whilst acting on behalf of AIMREC, at any time and in any location. These are:

* To always be friendly and approachable
* To be mindful of colleagues or visitors and look out for their wellbeing
* To be mindful of the risks to visitors from misplaced tools or equipment and maintain high standards of tidiness and presentation
* Not to display behaviour or banter that constitutes physical, verbal, written, racial or sexual abuse, including via social media
* Not to be under the influence of alcohol or drugs at any time
* Not to promote your own religious, social, racial, or political ideals or beliefs
* Not to judge or jump to conclusions on the cause or blame for any issue
* To de-escalate situations
* To report any concerns and issues to a Director or Trustee

**Working with Young People**

When working with young volunteers, work experience students and children it is particularly important that AIMREC’s Safeguarding Policy and Procedures are followed, including:

* Planning any activity with at least two adult staff members present
* Treat all participants equally with no favoritism
* Encouraging participants to talk about any concerns that they may have
* Encourage others to challenge any attitudes or behaviour they do not like
* take any allegations or concerns of inappropriate behaviour seriously

Staff and volunteers who do not follow the Code of Conduct will be asked to relinquish their role as breaches could lead to serious reputational damage for AIMREC and compromise Registered Charity status.

Code of Conduct to be reviewed and updated annually.

**Signed by AIMREC Director, January 2022**

**Fred Garner**