

Warwickshire Beekeepers' Association (WBKA)

Code of Conduct & Practice for Members

V1 27/07/22

Do:

- Be aware of the WBKA Safeguarding Policy and adhere to it
- Be aware of the WBKA Policy on children attending Association activities
- Report all allegations, suspicions, and concerns regarding the well-being of children and vulnerable adults immediately
- Be part of an open and transparent culture, where people can challenge inappropriate attitudes or behaviours
- Remember that you are an ambassador for beekeeping and a role model for good practice
- Value and treat all individuals equally with respect and dignity
- Take care not to discriminate by virtue of gender, age, or ethnicity
- Listen to and involve individuals in decision making
- Provide positive praise and encouragement to all individuals
- Act within appropriate boundaries and remember that someone may misinterpret your actions
- Ensure that a child and parents/guardians are aware of any activity that requires physical contact and its nature before the activity takes place
- Maintain clear boundaries regarding social media usage associated with your private life and your use of social media for Association beekeeping matters
- Use clear and unambiguous language in all communications and avoid abbreviations or emoticons that could be misinterpreted
- Be aware of GDPR constraints when communicating / sharing information with others. Use BCC rather than CC in e-mails where appropriate
- Inform the Designated Safeguarding Officer (DSO) or Deputy (DDSO) if you are concerned there has been a potential data breach or concerning online activity

Do not:

- Trivialise abuse by others or let it go unreported – be particularly alert to peer-to-peer abuse
- Permit abusive peer activities such as ridiculing or bullying
- Show favouritism to any one individual or group
- Allow an individual to involve you in excessive attention seeking
- Be alone with a vulnerable adult or child/young person at any time for whatever reason. If, however, this unexpectedly arises, ensure the DSO/ DDSO is informed immediately.
- Befriend children/young people and vulnerable adults on social media
- Use inappropriate, suggestive, or threatening language, whether verbal, written or online
- Say anything on social media that you would not be happy saying in a public meeting or to someone in person
- Use visual media (e.g., Skype, FaceTime or Zoom) for one-to-one conversations with young people - use only in group settings

General

- Sympathetic attention, appropriate humour, encouragement, and appropriate physical contact are often needed in a teaching situation by those learning the craft. Some physical contact can be wholly appropriate, but always ask permission. Keep everything public. Avoid any physical contact that is, or could be construed as, sexual and / or abusive / offensive
- If qualified to do so, administer any first aid with others around
- In the event of a critical incident (one involving loss of life, near loss of life or collapse) deal with the immediate situation and alert the appropriate emergency services; do keep a record of actions and communications, including details of others who may have seen what happened.
- No photos of children should be taken without obtaining prior, ideally written, consent from a parent/guardian. Consent will also be required before publicising any photos taken
- Always ask parents/guardians for written consent to use telephone, text message, e-mail and other messaging services to communicate with young people. Any written communication with a young person should include the parent/guardian or another member of WBKA

For all beekeeping activities

- A risk assessment should take place beforehand
- Maintain strict standards of hygiene – clean bee-suit, gloves and hive tool
- Keep well informed about best UK beekeeping practices
- Any additional needs of those taking part should be taken into account
- There should be an identified leader in charge that oversees the activity
- An attendance register must be kept
- A telephone should be available to contact the emergency services if necessary
- A 'What3Words' geolocation should be determined
- A First Aid kit should be available
- An accident and incident logbook must be available, and all accidents recorded as must any significant incident
- Any serious incident requires reporting to the Charity Commission
- Processes are in place to appropriately manage and review any concerns that arise, including any necessary communication to other members and the media if it arises

It is highly recommended that all Trustees and Committee members visit <https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees> to improve their understanding of safeguarding / abuse and to enable them to better participate in building a culture of informed vigilance within the Association.

Signature of Chair of Trustees

Name: Jitesh Patel

Date of adoption: 27/07/22

Jitesh Kumar

Review Date: 18/01/23

References

NSPCC Code of Practice out of school settings DFE 2020

NSPCC Introductory Guide to safeguarding and child protection for voluntary and community sector 2019

Scout Association 'Young People First' (Yellow Card) V7/11.2018