



# The Spitfire Makers Charitable Trust

## Code of Conduct & Good Practice Guide

The Spitfire Makers Charitable Trust (the Trust) is required by the Charities Commission to ensure that it has clear objectives, and effective policies and procedures in place to achieve them. The purpose of this Code of Conduct & Good Practice Guide is to provide guidance to everyone involved with the Trust and its objectives.

### Code of Conduct

It is important that those involved in the Trust's activities:

- Promote the objectives of the Trust as set out in its Trust Deed.
- Do not engage in activities contrary to those objectives.
- Work in a way that effectively maintains and enhances the reputation of the Trust.
- Acts in accordance with accepted principles and practices for the Trust.
- Work in accordance with the Trust's policies and procedures especially with regards to integrity, Data Protection, and other relevant legislation.
- Accept no advantage for themselves or others through their involvement with the Trust, including no financial benefit or otherwise to the detriment of the Trust.
- Avoid conflict and misinformation and work co-operatively with all involved with the Trust's activities.

### Good Practice Guide

Working alone is not illegal, but it can bring additional risks to an activity. The Trust has developed these good practice guidelines to control risk and protect its volunteers. All those who are required to, or wish to, work alone should familiarise themselves with the guidelines and follow them.

For research or interviews undertaken on behalf of the trust a lone worker system using the Trust's Whatsapp messaging system is to be utilised to ensure

that someone knows the whereabouts of the lone worker and the length of time that he/she will be working alone.

All volunteers should:

- Follow agreed guidelines on Health & Safety and Protecting the Vulnerable to ensure their own safety and the safety of others.
- Ensure that you know what to do if something goes wrong.
- Report any incidences of violence, aggression or near misses.
- If working alone, assess the risk by reviewing where you are going and who you will be meeting.
- People
  - Are the people you are meeting vulnerable?
  - Are they aware that you will be visiting them?
  - Have you contacted them by letter (on Trust headed paper) to confirm the time and date of the meeting?
  - Have you confirmed who will be attending and what identification you will have?
  - Have you called ahead on the day to remind them and reconfirm a time?
  - Will they have family member or a carer with them?
  - If they are alone but seem confused what will you do?
  - Are they comfortable in your company and are you comfortable in their environment?
- Environment
  - Does the place you are visiting pose any threat to your safety?
  - Is it in a rural, secluded, or isolated location?
  - Do you have a reliable means of communication – fully charged mobile phone, adequate phone signal etc?
  - Have you advised someone where you are going by logging it on the Whatsapp messaging group?
  - What will they do if you do not report back to them?
  - Will anyone else notice if you do not return?
- Be aware of the risk and ensure that steps are taken to reduce or avoid it.
- Let someone know where and when you are going and returning.
- Follow the guidelines in the Trust's policies.

## Guidelines for Oral or Written History Interviews

- Where possible speak to the participant prior to the interview to get some background information and decide where the interview should take the place.
- The person's own home is by far the best as they will be much more relaxed.
- If possible, interview the participant separately in a quiet room, preferably by themselves if they are comfortable. A one-to-one interview is best.
- Privacy encourages an atmosphere of trust and honesty. A third person present, even a close partner, can inhibit and influence free discussion.
- Before starting the interview ensure that the participants have signed an Oral or Written History Participation Agreement prior to the interview, and a consent form after the interview for any documents, objects, and photos they give you.
- The consent form will also allow the participant to say if there is anything in the interview that they do not want to be shared.
- If there is more than one participant, ensure that the forms are signed by each participant.
- Ensure that the participant fully understands what the interview will entail.
- Ensure that any recording device is fully functioning.
- Ensure that any notes taken are linked to the timings on the recording.
- Ensure that the participant is aware that they will be able to have a full copy of the interview.
- At the beginning of the interview, make a note of all people present in the room either by recording them or noting them at the start of a written history.
- If they are describing a photograph or object, ensure that adequate notes are taken. If possible, include the names of any other people in a photograph, and take a photograph of the object or photograph.

Date	Version	Agreed/Reviewed by	Agreed/Reviewed Date
01.06.20	Draft 2	Trustees	01.03.2021
01.03.2021	V1.0		