

The following guidelines are issued to our tour guides who work with children:-

Staff Guidelines

Working with Children

“Young People First”

These guidelines are designed to safeguard visiting Children and yourselves as employees of The Buccleuch Living Heritage Trust or Boughton Estates Ltd.

Staff Instructions

We are committed to promoting the well-being and enjoyment of children whilst protecting their health, safety and welfare. We can all help to provide a welcoming, safe and enjoyable experience for young people and these guidelines provide essential and quick reference to good practice, to be employed when in the company of under eighteens.

Not all the guidelines will be directly relevant to all members of staff under all circumstances, however in every situation take great care and, above all, use your common sense to make sure that all activities are as safe as possible and everyone's interests are safeguarded.

Always remember that you are a role model for young people and always provide an example you would wish them to follow. Bear in mind that some actions, no matter how well intentioned, may easily be misinterpreted. Respect a young person's right to privacy.

Do not rely on our good name to protect you. Avoid showing favouritism or getting drawn into inappropriate attention seeking behaviour. Do not allow or engage in suggestive remarks, gestures, or touching, which could be misinterpreted.

All visiting groups to Boughton are informed prior to their visit that they must have adequate numbers of adult carers and that they take direct supervisory responsibility. Discipline is the responsibility of the accompanying teachers / staff – not you.

Do not be alone with young people. If one-to-one contact is unavoidable, keep it short, be accessible and make sure someone is informed where you are going, what you are doing, why you are doing it and how long you are likely to take. Use your common sense, for example don't escort a single young child to the toilet. Do not hesitate to seek advice from the Trust Office, or the Estate Office.

Unless unavoidable, First Aid should be left to the professionals and accompanying adults.

In following these guidelines it is our intention that we do nothing to undermine either the Buccleuch family's or The Buccleuch Living Heritage Trust's reputation in providing young people with a safe and enjoyable environment.