

CODE OF CONDUCT FOR EXTERNAL ORGANISATIONS

- All visitors are expected to comply with any reasonable instruction from University Staff.
- University has a zero tolerance policy on abuse, bullying, intimidation, sexist and racist behaviour.
- It is not permitted for participants to bring alcohol, illegal or intoxicating substances or weapons of any nature to the organised activity.

In the gallery the following rules also apply:

- No touching the art works
- No running
- No photography
- No mobile phones
- Only dry and non-dusty art materials are permitted inside the gallery i.e. graphite or coloured pencils
- No use of scissors, craft knives or other sharp tools/objects
- No glue
- No eating or drinking
- No smoking

If bringing children or vulnerable adults to the gallery:

- It is the responsibility of the visiting group leader to ensure that all their child protection and safeguarding checks are in place.

Please note: The University's ensures that all relevant staff it employs have undergone the require safeguarding checks. However no University or Gallery staff member is trained to deal with situations of abuse, or have the power to decide if abuse has occurred.

- Visiting group leaders and responsible adults are asked not to leave the site of the organised activity without notifying gallery staff workshop leader. Correct ratios of adult to child are to be maintained at all times.
 - Reception and KS 1 - 1:3
 - KS 2 - 1:8
 - KS 3 - 1:10
 - KS 4 and on - 1:15
- Responsibility for the safety and behaviour of the children remains with the visiting group leaders or responsible adults at all times.

Please continue to the other side

Whilst we respect that people are generally very respectful and careful, we have several unglazed and valuable works on display and the above gallery rules are in place to protect the art works.

I have read and understood and hereby agree to adhere to the above Code of Conduct

Name.....

Organisation.....

Position held.....

Signed.....

Dated.....

Please email to gallery@leeds.ac.uk with Code of Conduct and your name as the subject heading. Thank you.