

THE CONDUCT AND CARE OF PEDAS MEMBERS in DIFFERENT ROLES

1. Governance

Role of Trustees

- To manage the affairs of PEDAS, including protecting and safeguarding any assets.
- To act in the interests of the charity and its beneficiaries.
- To manage in accordance with agreed policies and procedures and statutory requirements..
- To exercise the powers vested in the Trustees according to the Constitution and the Terms & Conditions of the Charity Commission.
- To use any special skills, knowledge, expertise or experience they may have to further the interests and objectives of PEDAS.
- To act in good faith and with reasonable care and skill to further the purposes/objects of PEDAS
- To satisfactorily welcome and induct all new Trustees.

Conduct of Trustees:

- To exercise due care, attention and respect in their dealings with people;
 - Trustees, members, external partners/representatives, members of the public, adhering to all clauses of the PEDAS safeguarding policy.
- To ensure the safeguarding of all assets under their management;
 - infrastructure, fixtures and fittings of hired premises and of the Gallery Upstairs, all digital assets, money and materials and equipment associated with the activities of the Art Society, adhering to all clauses of the PEDAS safeguarding policy.
- Conflict of Interest: To be aware of any conflict of interest between their role as a Trustee of PEDAS and their role in any other activity.
- To respect the privacy and confidentiality of all PEDAS matters and of all PEDAS members, including of any privileged information after stepping down as a Trustee.
- To attend and participate in all scheduled meetings where required, except where circumstances prevent this.

2. Stewards

(Please note that a more detailed and customised version will form part of the GUS pack of policies for each exhibition)

Role of Stewards

Stewards for an exhibition are there to ensure:

1. the care, safety and enjoyment of the visitors.
2. the safety and care of all the works of art and associated resources/materials during the exhibition.
3. the care and safety of all aspects of Gallery infrastructure, furnishings, equipment and materials.
4. to receive and document the proceeds from sales made.

Commitment

According to the accepted practice of PEDAS, all exhibitors are asked to steward during the exhibition. Normally this will involve 2 slots of a half day each. Once you have agreed and accepted a stewarding slot, you are committed to honouring this.

Expected safeguarding conduct

Detailed instructions and procedures are provided for the assistance and guidance of all stewards. To ensure all stewards are capable of carrying out their role, and to ensure the required safeguarding of themselves, the visitors and their children, Gallery assets, art exhibits and money these need to be followed. Stewards should seek help and guidance if required. Contact details are given in the instruction pack.

Every effort will be made to ensure there are always 2 stewards working together.

Stewards are also asked to interact with visitors where appropriate. The benefits of this are as follows;

- Their presence, and that of their children is acknowledged by a polite welcome,
- Visitors feel respected.
- They are encouraged to seek answers to questions they may have.
- Stewards are able to ask visitors questions and thus gain valuable information,
- Valuable information may be given to visitors, for example about PEDAS and its members.
- Assistance can be offered, including activities for children.
- Risks, for example health and safety, can be easily be identified and dealt with.

All this enhances the reputation of PEDAS.

Instructions are clearly laid out in PEDAS 'Safeguarding Policy and Practice for Stewards' document should any incident occur, including potential conflict.

3. Members attending PEDAS regular events

A leader for each event will oversee the following requirements, but members are individually required to safeguard every aspect of the premises being used.

- Adhere to the contract and T&Cs, including arrangements for H&S (eg fire instructions) of venue owner/manager.
- Respect the use of another's venue, equipment and materials and only use if permission is given.
- Although the use of CCTV is included in the above, PEDAS reserves the right to refuse the transmission of photo images under certain circumstances, eg. Life modelling.
- Report any unsafe or broken equipment, materials or unsafe practice to event leader..
- Respect the agreement for the period of occupancy, arriving and departing within accepted limits.
- Respect the needs of other valid users of the premises who may be there at the same time as PEDAS.
- Ensure that the venue is left in the condition you found it, including placing of tables and chairs, heating settings, cleanliness and disposal of rubbish and use of kitchen equipment.
- Ensure the safeguarding of keys.

4. Members as formal representatives of PEDAS at external events

- Establish expectations and requirements of you as a representative of PEDAS. Establish objectives for the event. Check these out on arrival.
- Abide by the rules and regulations of the appointing body/venue as they affect you in the role of PEDAS representative.
- Use your expertise, skills, help and assistance as required and as appropriate
- Support the reputation of PEDAS as well as yourself by respect to all participants.
- Inform participants about PEDAS and interest them in the Society's aims and activities, including our role as a charity.
- Act in line with PEDAS charitable intentions and objectives
- Establish boundaries (your decision), and be assertive. For example, too much attention to one person, use of personal equipment, unacceptable/unrealistic expectations, giving information, resources This could be agreed in advance.
- Be aware of conflicts of interest.
- Resolve any issues with the leader /representative of the event. If this needs to be escalated, PEDAS will get involved.
- Respect privacy, including exchange of contact details. Protect your privacy – include in your boundaries.