

Magic Lantern Code of Conduct 2026

This code of conduct provides guidelines for Magic Lantern workshop leaders, in particular when visiting schools and places of learning and engagement. Magic Lantern is firmly committed to the principles of equality and diversity and has a positive duty to promote these values. This code of conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct.

Workshop leaders should:

- Act with integrity and honesty, and not do anything that brings, or is likely to bring, Magic Lantern into disrepute
- Ensure that they are aware and comply with Magic Lantern's policies, including the Safeguarding Policy; the Equality, Diversity and Inclusion Policy and the Workshop Risk Assessment
- Undertake any necessary training for their role provided by Magic Lantern
- Respect everyone's right to personal privacy and ensure that any personal information or data relating to individuals or schools is kept secured and not disclosed

During a school visit workshop leaders are expected to:

- Adhere to the school's policies, procedures and rules
- Take reasonable care of their own health and safety, and that of others who may be affected by what they do
- Treat all school staff and pupils fairly and without prejudice or discrimination
- Wear a school issued ID badge at all times, so all staff and learners can easily recognise and know why they are there
- Ensure language and content of workshops is appropriate and not offensive or discriminatory
- Ensure contact with children and young people is appropriate and relevant to the nature of the activity
- Ensure that there is always a member of school staff present during activities with children and young people
- Report any concerns regarding safeguarding through the appropriate channels in school (refer to flow-charts in public bathrooms if unsure to whom to speak)
- Obtain written feedback from the school for each workshop delivered to be shared with Magic Lantern

During a school visit workshop leaders are expected NOT to:

- Access or use a mobile phone
- Take any photographs unless agreed in advance with the school
- Share personal contact details with children or vulnerable people
- Comment on the quality of teaching or extent of learning in such a way that may cause upset or offense

If you become aware of any breaches of this code, please report them to Caroline Rae or the Chair of Trustees.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 10 January 2026.

