

All Saints' Ockbrook & St. Stephen's Church Borrowash Code of Conduct for working with children, young people and adults who may be vulnerable

Purpose

This Code of Conduct outlines the behaviour expected of all workers, staff and volunteers operating under the auspices (total or shared) of All Saint' & St Stephen's Ockbrook & Borrowash church.

The code of conduct aims to help protect children, young people and adults¹ from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made. It also aims to help all staff and volunteers to work within safe and appropriate boundaries. ([Parish SafeGuarding HandBook](#) Chapter 11 and 12).

The role of workers, staff and volunteers

When working with children and young people or adults at risk of harm, you are acting in a position of trust under the umbrella of All Saint' & St Stephen's Ockbrook & Borrowash church. You will be seen as a role model and must act appropriately and be accountable to others as outlined below.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.
- Work in a responsible, transparent and accountable way.
- Ensure that your own language, tone of voice and body language are always respectful.
- Be aware of any cultural differences/ approaches to situations that might cause tension, discomfort or conflict.
- Avoid any behaviour *that could be perceived as* bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse or grooming.
(This includes inappropriate physical contact, language or gestures.)
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Seek advice from your [Team Leader](#) when necessary.
- Ensure consent has been obtained for any photographs or videos to be taken, shown, displayed or stored. Please use the guidance at [Photography Guidelines - Diocese of Derby](#) .
- Avoid taking any unnecessary risks – a risk assessment should be carried out for all new activities.

- Work in an open environment – avoid private or unobserved situations.
- Arrange meetings in public places wherever possible. If a non-public meeting is necessary (e.g. at home) ensure same gender and/or an extra person is present.
- Where one-to-one meet ups may happen – planned or unplanned – ensure the [Team Leader](#) or another team member is made aware, for accountability purposes.
- Listen carefully and non-judgmentally to those you are supporting.
- Ensure that children, young people and adults know who they can speak to about a personal concern.

Safeguarding awareness and reporting

- Undertake a commitment to any training required including safeguarding training.
- In the event of a safeguarding concern or disclosure, listen carefully and record the concerns. Contact the PSO within 24 hours and/or Diocesan Team, police, etc. as appropriate to the level of concern.
- Explain you will ensure that all reasonable steps are taken to ensure an individual's confidentiality but avoid making inappropriate promises in relation to necessary reporting of safeguarding disclosures.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to your [Team Leader](#) or the PSO (Parish Safeguarding Officer).

Working within Safe Boundaries and Personal Safety

Members of the group/ministry/church have access to each other's contact details where consent has been given. However, for those in a position of authority it is important that leaders and members of the team **do not**:

- ✗ Pass on their own personal contact details *to those we welcome*, beyond an authorised group social media/chat situation.
- ✗ Offer lifts *to those we welcome* unless the appropriate VOLUNTEER DRIVER checks have been completed and paperwork has been filed with the PSO; or you are authorised to do so *in an emergency* by your [Team Leader](#).
- ✗ Develop inappropriate relationships or allow dependency to develop. Demonstrate unwanted/unsolicited attention, including but not limited to romantic/sexual attention.
- ✗ Bring alcohol or other illegal substances onto the premises.
- ✗ Show favouritism. All people must be equally welcomed, supported and encouraged.

Declaration: I agree to abide by the expectations outlined in this Code of Conduct and confirm I agree to follow the relevant policies that assist my work with vulnerable groups.

Name: _____ Signature: _____ Date: _____