

Code of Conduct at CHBC



Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers) to align with our safeguarding policy. This document seeks to offer good practice, to support us all in fulfilling our responsibilities for adults at risk and children and young people and avoiding any unnecessary allegations.

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 and authority and have a duty of care towards them. You are likely to be seen as a role model and are expected to act in line with the following good practice.

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
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions in line with our safeguarding policy
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Diversity and inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches the CHBC social media policy within our safeguarding policy and procedures (*NB there are exceptions to this relating to Adults at Risk, as per our safeguarding policy and procedures*)

Code of Conduct at CHBC



- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged
- Not respecting the diversity and inclusion of those attending – respectfully disagreeing is different from being disruptive

Support for Workers

If you have any concerns about how to handle a situation, please do not hesitate to speak with your lead worker or a member of the Safeguarding Team - we want to support and encourage you however we can.

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (which may involve consultation with the Safeguarding Team). Depending on the seriousness of the situation, you may be asked to leave your role. We may also make a referral to statutory agencies such as the police and/or the local authority children’s or adult’s social care departments or DBS.

If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Team or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read and will implement the relevant policies that assist my work in this area.

N.B. This agreement can be completed online by following the link given to Church Suite as well as by using this paper version. Please return this to the safeguarding team by the agreed date.

Name:

Signature:

Date:

Office use:

- Note agreement on Church Suite Key Dates
- Inform lead worker if any concerns raised
- Scan and store this document on Google Drive
- Destroy original once complete