

# Safeguarding Code of Conduct for working with children and adults at risk



Date adopted by the trustees: December 2023	Latest date for renewal: December 2024
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The Safeguarding Code of Conduct outlines the behaviour expected of all staff, volunteers, members of GCC, and other people who engage with children and adults at risk through GCC and its activities. The principles of the code are that:

- the welfare of children and adults at risk is paramount;
- It is the responsibility of all staff, volunteers, members and others to behave with integrity, maturity and good judgement.

## DO

- Treat children and adults at risk fairly and equally, without prejudice, discrimination or favouritism, and with both dignity and respect
- Act inclusively, seeking to make everyone feel welcome and valued
- Respect and promote the rights of children and adults at risk to make their own decisions
- Use appropriate language that is not bullying, offensive, intimidating or discriminatory
- Be a good role model
- Make all reasonable adjustments for children and adults with disabilities and special education needs
- Listen to children and adults at risk and tell the Church Safeguarding Coordinator if you have any concerns about their welfare
- Follow the GCC Safeguarding Policy and report any concerns appropriately
- Refer to a more senior worker if a child or adult at risk does not respond to your instructions despite encouragement and warning
- Encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Interact with children or adults at risk in a public place. If a child or adult at risk wants to talk one-to-one about an issue, tell another worker and find a quiet, but still public, place to talk
- Ensure any photographs or videos are only taken by GCC staff or people specifically designated by GCC staff, and only with explicit written consent from parents/guardians with knowledge of how the images will be used and stored
- Use physical contact wisely; it should be:
  - in public

- appropriate to the situation, age, gender and culture of the individual
- in response to the needs of the individual, respecting wishes, feelings and dignity
- Respect the privacy of children and adults at risk but never agree to keep any information relating to the harm of a child or an adult at risk confidential
- Ensure that any electronic communication is done through a church account or is copied to a church account. Communication with a child or adult at risk via social media is actively discouraged and should only ever take place:
  - with parental or guardian permission
  - with knowledge and agreement of your GCC line manager or point of contact
  - with records kept of times and dates and contacted individuals
  - where possible, with parents, guardians or other workers being present when communications are taking place via social media.
- Keep up to date on policies and training, including safeguarding and health and safety
- Understand that your conduct outside of GCC related activities, including on-line, can impact on your work with children or adults at risk

## DO NOT

- Abuse the power and responsibility of your role - for example do not belittle, scapegoat, put down, or ridicule a child or adult at risk (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Exclude children or adults at risk from conversations / activities unless there is a good reason
- Overshare about your own situations
- Show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child or adult at risk (e.g. gifts)
- Threaten or use sanctions which have not been agreed
- Feel you have to deal with every problem on your own
- Use physical restraint unless the individual is causing harm to themselves or others
- Spend time alone with children or adults at risk out of sight of other people
- Contact children or adults at risk through private messaging
- Use personal data of a child or adult at risk for purposes than activities specifically consented
- Engage with children or adults at risk through your personal social media or mobile account
- Assume children or adults at risk should tell you anything just because you are a worker
- Work in ways that puts your needs / interests before those of the individuals you work with
- Discriminate or leave discrimination or bullying unchallenged