

APPENDIX 5

PIONEER AND RIVER CHURCH SAFEGUARDING CODE OF CONDUCT

PIONEER SAFEGUARDING CODE OF CONDUCT

Pioneer takes the safeguarding of children and adults who may be 'at risk' seriously. Although the governance and responsibility lie with individual churches, Pioneer is committed to provide as safe an environment as possible for those using our services across the network.

All leaders, trustees, staff and volunteers have a duty of care to adults who might be 'at risk', and any child that they serve or work with. This includes taking responsibility for your own behaviour and attitude at all times. Remember, as a leader, trustee, staff or volunteer this gives you a position of power and trust, so you need to be transparent and accountable in all that you do.

Alongside the practical issues of making sure your church or project provide safe activities and ministry, you also need to ensure your behaviour and actions are reflecting safe practice too. Our suggested code of conduct goes some way to outline practical examples of what we would expect to see in place as a minimum. However, this list is not exhaustive and needs to be applied to each organisation's ministry or project.

Always ensure you:

- **Remain fair in all your dealings with everyone** and do not show favouritism to any particular child or adult either with words, gifts, or extra attention.
- **Support and encourage adults** who may be more vulnerable at times, to be independent and to make their own choices.
- **Treat all people with respect.** Some adults 'at risk' may need different help at times, but all of it should value them as adults with choice and capability wherever possible.
- **Avoid lone working where possible.** If this is unavoidable due to the nature of your project work then follow the guidelines for lone working and take advice. Pioneer or ThirtyOne:Eight can help you with this.
- **Remain in the sight or hearing** of other staff or volunteers.
- **Work within ratio guidelines for children's work** and have more than one member of staff or volunteer present during activities and ministry,

Recommended staffing levels are applied:

- 0-2 years 1 adult for every 3 children 1:3
- 2-3 years 1 adult for every 4 children 1:4
- 3-8 years 1 adult for every 8 children 1:8
- 8 years and over 1 adult for the first 8 children, with an extra person needed for each extra 12 children

● **Minister with appropriate physical contact and verbal comments**, age and gender appropriate and sensitive to ethnic/cultural boundaries.

Do not allow your boundaries to blur by:

- **Messaging individuals privately** on social media or mobiles unless there is a policy stating otherwise, or full accountability to another leader is in place.
- **Becoming intimate with anyone you have a position of trust over**. Intimacy can be emotional as well as physical.
- **Carrying out personal care** such as toileting or dressing those you serve. If this type of help is needed someone else will be responsible for supporting them in this area, ie. their parent/carer.
- **Accepting any type of financial reward or gift** of any kind for any service or ministry provided or enter into any agreement to handle money on behalf of the service user.

Report or challenge the following:

- **Abusive activities such as ridiculing or bullying**. Educate where you can, report where you need to.
- **Suggestive, aggressive or derogatory remarks or gestures**. Model best practice of respect, choice and empowerment of individuals.
- **A colleague's behaviour or boundaries** that may have become a concern.
- **Report all concerns, allegations or suspicions of abuse**. They must be recorded and

passed on.

Remember you have a position of power and trust serving as a member of a church or Christian project and must remain above reproach. Safeguarding does not stop appropriate care and support for the people you serve. It ensures they receive the best care and activities we can provide and protects your reputation and the projects you volunteer or work in.

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Children & Youth

Guide

The following are guides to helping create a safe and protective culture for young people, staff and volunteers. For full guidance in relation to child protection procedures please refer to the RIVER CHURCH Child Protection Policy.

Practice to be encouraged:

- Treat all children and young people with respect and dignity
- Involve young people in the decisions that affect them
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship)
- When organising events and meetings for children and young people, or their attendance at events/meetings, the following information/documentation should be requested by RIVER CHURCH staff in relation to each child or young person attending the event/meeting:
 - A Consent Form for all events or specific activities;
 - Contact details for the family/guardians, including emergency contact numbers;
 - Information relating to any special issues, needs or requirements (e.g. medical, health, diet, language assistance)
- Use a reporting form to keep a clear note of any incidents or concerns

- If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.
- Every activity, event or session should be risk assessed to maintain the safety of young people
- When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities

Practices to be avoided:

- You should not give lifts in your car to individual children or young people or travel alone with young people. Where not doing this would compromise Health and Safety Policy (eg. leaving a young person alone at a venue) you should attempt to phone the parent/guardian of the young person to confirm what you will be doing. You should also ask the young person to sit in the back seat.
- Workers should avoid situations where they are alone with young people. Where a private meeting with a lone child/young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer
- Workers should not use their own 'personal' electronic communications (eg. mobile phones, social networking sites) for contacting young people, unless agreed by the River church leaders.

Unacceptable practices:

- Invading the privacy of children and young people when they are toileting or showering, changing or dressing
- Inappropriate physical or sexually provocative games
- Sharing sleeping accommodation with an individual child or young person
- Making sexually suggestive comments about or to a child or young person even in fun
- Inappropriate and intrusive touching of any form
- Scapegoating or ridiculing a child or young person
- Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged
- Any form of physical punishment

- Illegal use of drugs
- Use of alcohol during an event
- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism of any form
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures

Statement:

I am signing this Safeguarding Code of Conduct to agree that I have read and understood what is expected of me.

Name:

Signature:

Date: