

## CODE of CONDUCT for Safer Working Practice

to support the Safeguarding policy of the Parishes of St Mary's, Woolpit, and All Saints, Drinkstone  
(details on the church websites).

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*"This Benefice recognises that the welfare of children, young people and vulnerable adults is paramount and we will do everything that we can to provide a safe and caring environment in any contact we have, and whilst they attend our activities".*

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This Code of Safer Working Practice is taken from Church of England Guidance, which was formulated following reports into historical abuse of vulnerable individuals in situations that included church settings. It is intended for the protection both of group leaders and those in their care, so that the mission of the church can proceed safely. All leaders of church activities should receive a copy and there should be a copy readily available on the premises where the activity is being held.

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### **In our Church community, we will:**

- Ensure that all those working with children and vulnerable adults receive the appropriate diocesan safeguarding training;
- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that our language, tone of voice and body language are respectful and appropriate;
- Avoid using sexually suggestive language or behaviour to or about any individual.
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Report any breaches of this code to the Parish Safeguarding Officer. Non-compliance will automatically lead to the person being suspended from working with children, young people or vulnerable adults on behalf of the Benefice.

### **In addition, for those working with children and young people:**

- Always aim to work with or within sight of another adult. Even for small groups involving children and young people, including Zoom sessions, there should always be at least 2 adult leaders. Staff /child ratios should comply with guidance in the *Parish Safeguarding Handbook*;
- Any concerns about a child, young person or adult and/or the behaviour of another worker should be recorded and reported to their activity leader and/or the Parish Safeguarding Officer and/or the vicar. Records should be signed and dated;
- Photos should only be taken with written consent that states how long these photos will be stored and where they will be displayed.
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place;
- Administer any First Aid with others around. Record in First Aid book and advise parent/guardian of any accident at the earliest opportunity.

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### Those working with children and young people must not:

- Give lifts to children or young people they are supervising, on their own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people;
- Arrange social occasions with children and young people outside organised group occasions (other than events which also include family members/carers).

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The *Safer Environment and Activities* document

[https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf)

provides a comprehensive review of safeguarding responsibilities for groups where parents are not present for the whole session.

It can be found on the Diocesan and Church of England websites - or ask the safeguarding officer for details.

Details of necessary recruitment procedures, risk assessments, staffing ratios, keeping of registers, contact details, incident books and more will be found there. Groups are expected to comply with specific recommendations for their settings and activities.

### Visiting Vulnerable Adults in their Homes:

The **Parish Safeguarding Handbook** also provides detailed guidance for these situations including the following:

- Visiting in pairs may be advisable,
- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
- Do not make referrals to any agency that could provide help without the adult's permission, unless there are safeguarding concerns.
- Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from those you are visiting.

Templates and other resources can be found in the Church of England resource pack:

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance/templates-and-resources>

eg:

Model consent form - transport.

Model Activity Risk Assessment form.

Model Risk Assessment Checklist for Home Visiting.

Model Volunteer Driver Agreement.

Model Registration Form – Activities and Trips.

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If you think someone is being abused:

- If there is risk of immediate harm > Dial 999
- For other safeguarding concerns or allegations of abuse:  
Parish Safeguarding Officer Astrid Gale 01449 736081/ 07761 969376  
or Karen Galloway, Diocesan Safeguarding Lead 07785 621319