

## **Appendix 1: Code of Conduct**

### **BUC behaviour code for working with adults at risk of harm**

The BUC believes that Christians are called to represent Christ in all aspects of their behaviour. The Church will promote and hold its staff and volunteers to the highest form of personal and professional behaviour as we reflect Christ in all aspects of our conduct.

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

Staff and volunteers are to conduct themselves in line with the following safeguarding code of conduct.

### **Good Practice**

- Maintain Christian standards of courtesy, morality and honesty
- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Listen carefully to those you are supporting
- Work in a responsible, transparent and accountable way. Be prepared to be challenged
- Work in an open environment – avoid private or unobserved situations
- Be prepared to challenge unacceptable behaviour
- 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
- Avoid any conduct which would lead to any reasonable person questioning their motivations and intentions.
- 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)
- Behave in such a way as to avoid any unnecessary risk to the safety and well-being of themselves and others.
- Keep all aspects of their behaviour purely related to the requirements of their job role.
- Not allow relationships to develop that exploit or abuse their position of trust or power over a person
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Continually monitor and review their practice and behaviour to ensure they abide by church standards and policies
- Show equality towards and respect for individuals from diverse ethnic backgrounds or particular groups
- Be faithful stewards of all resources entrusted to them
- Seek advice from someone with greater experience when necessary

### **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 [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

### **Breaching the Code of Conduct**

To fulfil our mission, we must reflect Christian care and compassion treating all with dignity and respect as individuals created in the image of God. Christians should always ensure that their behaviour properly reflects their high calling.

Any behaviour that falls contrary to the Church's code of conduct will be addressed in accordance with the directions within the Church Manual.

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. 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 coordinator 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 the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: