



## ***Code of Conduct for staff or volunteers working with or alongside children, young people and Adults at Risk, within or representing the Archdiocese of Southwark***

### ***Purpose***

*This behaviour code outlines the conduct the Archdiocese of Southwark expects from all staff and volunteers when working with children, young people or Adults at Risk, within or representing the Archdiocese. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the Archdiocese, whether paid or unpaid. The behaviour code aims to help protect children, young people and Adults at Risk from abuse and reduce the possibility of unfounded allegations being made. The Archdiocese of Southwark is committed to ensuring everyone working or volunteering with children, young children or Adults at Risk have seen, understood and agreed to follow this code of conduct, and that they understand the consequences of inappropriate behaviour.*

### ***The role of staff and volunteers within the Archdiocese of Southwark***

*In your role within Archdiocese of Southwark you are acting in a position of trust and have a duty of care towards the children, young people and Adults at Risk, you work with or support. You are likely to be seen as a role model and are expected to act appropriately.*

### ***When working or supporting children, young people or Adults at Risk, you are responsible for:***

- *prioritising the welfare of children, young people and Adults at Risk*
- *providing a safe environment for children, young people and Adults at Risk*
- *following the Archdiocese Mission, policies and processes-including our safeguarding, whistleblowing and safer recruitment policies and staying within the law at all times*
- *modelling good behaviour for children, young people and Adults at Risk to follow*
- *challenging all unacceptable behaviour and reporting any breaches of this code of conduct or policies to the Archdiocese of Southwark Safeguarding team, your PSR or Parish Priest*
- *reporting all concerns about abusive behaviour, being displayed by an adult or child and directed at anybody of any age.*

*not making physical contact with any child, young person or adults at risk, unless specific to your role and explained clearly to the individual and agreement gained*

- *treating children, young people and Adults at Risk, fairly and without prejudice or discrimination and challenging behaviour that falls below this standard*
- *understanding that children, young people and Adults at Risk, are individuals with individual needs*
- *respecting differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems-appreciating that all participants bring something valuable and different to the group/organisation and avoid favouritism*
- *promoting relationships that are based on openness, honesty, trust and respect*
- *exercising caution when you are discussing sensitive issues with children, young people & Adults at Risk and listening to and respecting them at all times*



- ensuring your contact with children and young people is appropriate and relevant to the work or project you are involved in
- ensuring that there is more than one adult present during all planned activities with children, young people and Adults at Risk (if your work requires lone working with Adults at Risk, you must follow the guidance within our safeguarding policy. Anyone planning to complete lone working with children **must contact** the safeguarding team.) If a situation arises where you are alone with a child, young person or Adult at Risk, ensure that you are within sight or hearing of other adults.
- respecting a child's, young person or Adults at Risk's right to personal privacy as far as possible- if you need to break confidentiality in order to follow safeguarding procedures, it is important to explain this to the child, young person or Adult at Risk at the earliest opportunity.

**Unacceptable behaviour**

When working with or supporting children, young people or Adult at Risk, **you must not:**

- allow concerns, disclosures or allegations to go unreported
- take unnecessary risks
- smoke or consume alcohol when responsible for their care or use illegal substances
- develop inappropriate relationships with children, young people or Adults at Risk
- make inappropriate comments or promises to children and young people
- engage in behaviour that is in any way abusive-including having any form of sexual contact with a child, young person or Adult at Risk, including on-line.
- let children and young people have your personal contact details (Eg-mobile number, email) or have contact with them via a personal social media account
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or Adults at Risk or act in a way that can be perceived as threatening or intrusive

**Upholding this code of behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of the Archdiocese of Southwark to protect you. Depending on the seriousness of the situation if you have behaved inappropriately you may be subject to our disciplinary procedures or requested to stop volunteering within the Archdiocese of Southwark. A referral may also be made to statutory agencies such as the Local Authority Designated Officer (LADO), police and/or the social care. If you become aware of any breaches of this code, you must report them to the Archdiocese safeguarding team or via your PSR or Parish Priest.

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**I have read and understood the Archdiocese of Southwark's Code of Conduct for staff and volunteers working with or alongside children, young people and Adults at Risk and agree to abide by them.**

Name... .. Date... ..

Signature... .. Signature of line manager... ..

