

## Parish of Swaythling Code of Conduct for working with children and young people

This Code of Conduct is intended to help create a safe culture an environment for both children and workers/volunteers. For full guidance please refer to the Parish of Swaythling Safeguarding Policy and related documents, available from <https://www.swaythlingparish.org.uk/>.

### As a Parish of Swaythling worker with children and/or young people you must always:

- comply with all applicable UK laws and guidance.
- make sure you follow relevant Parish of Swaythling policies and procedures and re-read them from time to time as they may be amended
- be a good role model with behaviour and an attitude that are in line with Christian values. You must not act fraudulently or dishonestly, or do anything which bring the church into disrepute.
- be responsible and accountable in the way you perform your role
- be fair and treat all children and young people with respect and dignity
- communicate with others in an open and respectful way whether in person, by phone, writing or digital media
- work in an open environment, avoiding private or unobserved situations, and maintain a safe and appropriate distance with young people (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship, or engaging in inappropriate and intrusive touching of any form)
- ensure the correct ratios of workers to children/young people at each activity is maintained, even if this necessitates cancelling a particular activity if this cannot be guaranteed.
- work together with the church leaders and officers in a positive way to promote the safety and welfare of children participating in our activities
- 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 child/young person clearly what you are doing and why, seek their permission and give choices where possible. If possible have another worker present.
- ensure that every activity, event or session should be risk assessed to maintain the safety of young people.

### Practice 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 our Health and Safety Policy (e.g. 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.
- take young people to your home or that of another worker unless this is for an authorised group activity which will be staffed by an appropriate number of DBS-checked workers.

### Unacceptable practice when working with children or young people in the Parish of Swaythling

You should never

- invade the privacy of children and young people when they are toileting or showering, changing or dressing.
- make sexually suggestive comments about or to a child or young person even in fun.
- scapegoat or ridicule a child or young person.
- use, or allow to remain unchallenged, inappropriate, sexualised or discriminatory language, abusive language or gestures.
- use or allow to be used any form of physical punishment.
- 'pick on' a young person because of their family background, manner of dress or physical characteristics
- engage in or permit to remain unchallenged.
  - bullying of any form, including name calling or constant criticism
  - racism or sectarianism of any form
  - favouritism and exclusion - all young people should be equally supported and encouraged.

### If any of the following occur you must report it to the leader of the relevant children's/young person's group, and the Parish Safeguarding Officer:

- A young person is hurt
- He/she seems distressed in any manner
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done
- A young person discloses a concern to you
- An allegation is made about you or a colleague.

**EMERGENCY:** If you believe a child is in immediate danger of significant or serious harm, contact the emergency services on 999.

**NON- EMERGENCY:** If the concern arises in an activity, discuss with the group/activity leader, who will contact the Parish Safeguarding Officer (PSO) or incumbent. Otherwise contact the PSO or incumbent directly. If neither are available, contact the Diocesan Safeguarding Adviser (01962 737317, [safeguarding@winchester.anglican.org](mailto:safeguarding@winchester.anglican.org))