



Appendix A3

Code of Conduct for working with children or young people

All workers of the church should agree to the following code of conduct when working with children and young people. The word 'child' refers to all those under the age of 18 throughout this document

DO

- x Do treat all people with dignity and respect
- x Respect and promote the rights of children to make their own decisions and choices
- x Encourage respect for difference, diversity, beliefs and culture
- x Act inclusively, seeking to make everyone feel welcome
- x Use appropriate language
- x Be a good role model
- x Treat people with equal care and concern
- x Take all reasonable adjustments for young people with disabilities and special education needs
- x Listen to children and tell the Church Safeguarding Coordinator if you have any concerns about a child's welfare
- x Refer to a more senior worker if a child does not respond to your instructions, encouragement and warning
- x Encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- x Seek to diffuse aggressive or threatening behaviour without the use of physical contact
- x Interact with children in a public place. If a child wants to talk to you about an issue, tell another worker and find somewhere quieter, but still public, to talk
- x Make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies using church platforms and not private accounts
- x Have a designated photographer to take, store and share photos of your group visits, in line with URC good practice guidelines
- x Use physical contact wisely; it should be:
 - x in public
 - x appropriate to the situation and to the age, gender and culture of the child
 - x in response to the needs of the child, not the adult
 - x respectful of the child's wishes, feelings and dignity
- x Respect children's and young people's privacy
- x Ensure that any communication online is done through a work or church account – this may require setting up an account specific for that purpose
- x Ensure, where possible, parents or guardians are present in the building or other workers are aware when young people are communicating with you via social media. Communication with a child via social media should only ever take place when their parent or guardian and other adult workers are aware of these online interactions.

- x Inform your line manager or point of contact of your intention to communicate online with families or young people and keep a record of times and dates when you do this.
- x Keep up to date on policies, procedures and training including safeguarding and health and safety
- x Understand that your conduct outside of work including on the internet can impact on your work with children and young people

DO NOT

- x Do not abuse the power and responsibility of your role for example do not belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- x Exclude children or workers from conversations and activities unless there is a good reason
- x Overshare about your own situations
- x Show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts)
- x Threaten or use sanctions which have not been agreed
- x Feel you have to deal with every problem on your own
- x Use physical restraint unless they are causing harm to themselves or others
- x Spend