

5.3.3: Safeguarding Contract and Code of Conduct for all those who work with children and/or adults within the Church

The following points of good practice should be followed by everyone; they are based on the '*Church of England Safeguarding Model of Good Practice 2014 number*'

What to do if...

5.3.3.1 You have concerns about possible abuse (including allegations):

- a) In an emergency, call emergency services 999
- b) Otherwise, consult the Parish Safeguarding Link (PSL) and the person to whom you are responsible (Line manager / Leader).
- c) Decide together whether to seek advice or to make an immediate referral to police or care services (see back page)
- d) Always contact the Diocesan Safeguarding Team
- e) Keep a record of what happened, your concerns and your actions and copy them to the Diocesan Safeguarding Team.
- f) Tell your parish priest (unless the priest is the person of concern)
- g) Only tell others who need to know.

5.3.3.2 A child, young person or adult wishes to disclose they have been abused

- a) Listen and keep listening. Do not interrupt them.
- b) Do not investigate or ask questions unless it is to clarify what you have already been told.
- c) Do not promise confidentiality; tell them we need to share this.
- d) Reassure them that they are not to blame.
- e) Tell them what you are going to do and that they will be told what happens.
- f) Make careful notes of what is said, record dates, times, events and when you were told. Notes must be written up within 24 hrs.
- g) Report it to the person to whom you are responsible, to your priest and the PSL unless they are the person of concern.
- h) Only tell those who need to know

5.3.3.3 Things to remember

- a) Treat everyone with respect, setting a positive example for others.
- b) Respect personal space and privacy.
- c) Ensure any actions you take cannot be misrepresented by someone else.
- d) Challenge any unacceptable behaviour.
- e) Do not put anyone, including yourself, in a vulnerable or compromising situation.
- f) Do not have inappropriate physical or verbal contact with others, including the use of IT communication devices.
- g) You must not keep allegations or suspected abuse secret

Contract and Code of Conduct for all Volunteers

Name of Worker: _____

Job Title: _____

Job Description: _____

Specific Responsibilities: _____

Person to Whom You Are Responsible: (eg Youth / Pastoral Group Leader)

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed _____ Date _____ (Church Minister/Leader)

Signed _____ Date _____ (Parish Safeguarding Link)

Conduct:

- I understand my employment is for a probationary period of 6 months after which there will be a review and by agreement of the Church Minister/Leader my appointment will be confirmed.
- I confirm that I have read the ***Safeguarding in the Parish: A Reference Guide*** and know where to access the ***Diocese of Derby Safeguarding Policy, Procedures and practice Guidance***.
- I will endeavour to carry out the policy to the best of my ability and if there are things I do not understand or if I have reason to be concerned about a child or adult, I will inform the appropriate leaders or the Parish Safeguarding Link.
- I will follow guidelines on safe working practice at all times.
- I will ensure that I will treat everyone with respect, setting a positive example for others.
- I will respect personal space and privacy.
- I will ensure that any actions I take cannot be misrepresented by someone else.
- I will challenge unacceptable behaviour sensitively, in a way that encourages growth, through respect for difference but challenge of any misuse of power.
- I will not put anyone, including yourself, in a vulnerable or compromising situation.
- I will not have inappropriate physical or verbal contact with others, including the use of IT communication devices.
- I will not keep allegations or suspected abuse secret
- I will attend training as required in the Pathway to Safeguarding Training for the role I undertake.
- I will not commence my duties until cleared to do so following completion of a DBS check (if required).

Signed _____ Date _____