

## Safeguarding is Everyone's Business

### Code of Conduct

All of us with a role in the Church have a duty to protect children and adults in vulnerable circumstances. We also have a duty to keep ourselves safe. By understanding and sticking to the following simple rules we should be able to keep everyone as safe as possible.

1. If you have, or hope to take on, a role with children or adults in vulnerable circumstances please see your Parish Safeguarding Representative. He or she will provide you with application forms and make sure that you are up-to-date with safeguarding arrangements in the Church. Points that relate to children are in darker print below.
2. **No one should ever be alone with children; if you plan an activity you should ensure that there are adults in reserve to cover any shortfall. Without two approved adults being present the activity must be postponed.**
3. **If you intend transporting children in your own vehicle there must be a second adult in the car with you at all times. If this is likely to be a regular arrangement check with your insurers.**
4. **Greeting can be difficult with children a high five or similar hand contact away from your body works well.**
5. **Young children may seek physical contact but it is important that any physical contact must be in public, age appropriate and at the instigation of the child.**
6. **If you find yourself isolated with a child or if there has been any physical contact that could be interpreted as inappropriate you must make a factual record of what happened and inform your Safeguarding Representative or the Safeguarding Team at Cathedral House at once.**
7. **When arranging children's activities a risk assessment should be undertaken, consent forms completed and permission obtained for any photographic images to be made publicly available.**
8. **Youth groups should have policies in place regarding the management of behaviour etc. Your area BCYS worker will be able to help with this and provide training.**
9. **If you need to communicate with children via social media you must not use your own system but one that is set up by the Parish or group. Parents must consent to this and have oversight.**
10. If you are a member of an organisation operating within the Church to provide services to vulnerable groups (SVP etc.), you should be aware of their guidelines and follow them e.g. if the rules say that you must visit in twos then that is what you must do and any exceptional circumstances should be noted and reported.
11. If you are a Special Minister of Holy Communion it is important that your visit to someone's home is reserved for that purpose. You should not provide any physical care, do house work or offer financial advice. If, however, you see a need for any of these things you should report this to your Parish Priest.

12. Although it is normally acceptable to visit adults alone it is wise to go with someone else if there is any indication of the person you visit becoming forgetful or confused. You should also speak to your Parish Priest about this.
13. Always be mindful of your own safety when seeing people who could be disturbed. It is often best to see them in an open space such as the Church and to make someone else aware of what you are doing. When visiting someone at home always make sure that you have a clear way out.
14. If you are given money or gifts either for the Church or for yourself you should record this and make sure that the Parish Priest or another appropriate person in the Parish is made aware. It can be difficult to get receipts but money can be placed in an envelope which can then be sealed and signed.
15. If you visit people in hospital or care homes be mindful of their need for privacy but try to avoid putting yourself in a compromising position by, for example, closing curtains round a bed completely. It is best to leave them at least partially open. The same would apply to doors being left ajar.
16. If a safeguarding issue arises in a hospital, school or other institutional setting you must follow the guidelines in place there.
17. Always be mindful of cultural differences regarding greetings and personal space. Avoid hugs, handshakes are more generally acceptable.
18. The Safeguarding Team is here to help and support you and to advise you about concerns that you have or that are brought to your attention by someone else. Please contact us if you are worried about anything. You can also suggest that anyone needing help or advice get in touch directly. They need not give their name if they are not happy to do so.