

## Safeguarding Code of Conduct

This behaviour code outlines the conduct Inn Churches expects from all our staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is undertaking specific duties for the organisation, whether paid or unpaid.

It aims to help us protect children, young people and vulnerable adults (“guests”) from abuse and reduce the possibility of unfounded allegations being made. It is informed by the views of guests.

Everyone taking part in our services must have seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

### The role of staff and volunteers

When working with or for guests, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

#### Responsibility

You are responsible for:

- prioritising the welfare of guests
- providing a safe environment for guests, including ensuring equipment is used safely
- have a good awareness of issues to do with safeguarding and taking action when appropriate
- following our principles, policies and procedures and staying within the law
- modelling good behaviour for guests to follow
- challenging unacceptable behaviour, reporting breaches of this code to the safeguarding lead
- reporting allegations or suspicions of abuse (including abusive behaviour by an adult or child directed at anybody of any age) following our reporting procedures

#### Rights

You should:

- treat guests fairly and without prejudice or discrimination
- understand that guests are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief between yourself and others, and appreciate that all participants bring something valuable and different
- challenge discrimination and prejudice
- encourage guests to speak out about attitudes or behaviour that makes them uncomfortable.

#### Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others

- use special caution when discussing sensitive issues with guests
- ensure your contact with guests is appropriate and relevant to the work you are involved in
- ensure that where possible, there is more than one adult present during activities with guests
  - If this isn't possible, ensure that you are within sight or hearing of other adults.
  - If a guest specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the guest are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible (unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely).

## Respect

You should:

- listen to and respect guests at all times
- value and take guests' contributions seriously, actively involving them in planning activities wherever possible
- respect a guest's right to personal privacy as far as possible.
  - In some cases it may be necessary to break confidentiality in order to follow safeguarding procedures; in this case it is important to explain this to the guest at the earliest opportunity.

## Unacceptable behaviour

When working with guests, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with guests
- make inappropriate promises to guests
- engage in behaviour that is abusive, including any form of sexual contact with a guest
- let guests have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle guests
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of guests.

## Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Inn Churches. We may also make a referral to statutory agencies such as the police or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the **Project Coordinator** or Chair of Trustees. If necessary, you should follow the whistleblowing procedure and child protection/safeguarding procedures.