



The Parish of All Saints Houghton Regis
A Code of Conduct for church workers and volunteers
working with children, young people and vulnerable adults

Church sponsored groups and activities should provide a safe, warm, and nurturing environment for children, young people, and vulnerable adults whilst avoiding any inappropriate behaviour or the risk of allegations being made about inappropriate behaviour.

I. Guidelines for Individual Workers

Individual workers should:

- Participate in all necessary safeguarding training relevant to his/her role.
- Work with or within sight of another adult.
- Treat all children, young people, and vulnerable adults with respect and dignity.
- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to go to the toilet.
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Administer first aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Always share concerns about a child or the behaviour of another worker with the safeguarding representative.

Individual workers should not:

- Initiate physical contact. Any necessary contact (e.g. for comfort) should be initiated by the child.
- All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.
- Be sexually suggestive about or to a child, even in fun.
- Use any form of physical punishment.
- Scapegoat, ridicule or reject a child, group, or adult.
- Touch a child inappropriately.
- Show favouritism to any one child or group.
- Give lifts to children or young people on their own or on your own.
- Drink alcohol while responsible for children or young people or smoke in front of them.

- Share sleeping accommodation with young people.
- Invite a child to your home alone.
- Allow a child to involve you in excessive attention seeking that is overtly physical or sexual in nature.

2. Additional guidelines for group leaders

- Ensure any health and safety requirements are adhered to.
- Undertake risk assessments with appropriate action taken and record kept.
- Keep register and consent forms up to date.
- Have awareness, at all times, of what is taking place and who is present.
- Liaise with safeguarding representatives over good practice for safeguarding.
- Always inform the safeguarding representative of any safeguarding concerns that arise. The safeguarding representative will liaise with the district safeguarding coordinator.
- Call the Emergency Social Work Team/Local Authority Children's Services, or where urgent, the Police, if any concerns are raised and it is felt a child is in immediate risk or danger.

3. Safe Environment

- A First Aid Kit and accident book should be available on the premises.
- All volunteer workers should be encouraged to have some First Aid Knowledge. A list of First Aiders should be compiled and kept available.
- All accidents should be recorded in an Accident Book.
- Meeting places should be warm, well-lit and ventilated, clean and free from clutter.
- Adults should be aware of the fire procedures.
- Toilets and hand basins should be available.

4. Transporting children on behalf of the church

- All those who drive children on church-organised activities should have held a full and clean driving licence for at least two years.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the church.
- Drivers must always be in a fit state and not over-tired, under the influence of drugs, alcohol or prescribed medication that can cause drowsiness.
- All cars that carry children should be comprehensively insured.
- All children must wear suitable seat belts or appropriate booster seats.
- At no time should the number of children in a car exceed the usual passenger number.
- Before using a minibus, ensure you know the up-to-date regulations.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The changes which have already come into effect are relevant to all Clergy, Readers, Churchwardens and PCCs.

Safeguarding Lead: Mr Chris Slough
Priest-in-Charge: Father Diego Galanzino

Reviewed by All Saints' PCC

December 2024

Father Diego Galanzino