

# **St Giles' Church, West Bridgford**

## **Code of Safer Working Practice**

*The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.*

*All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.*

**All those working on behalf of the parish with children, young people and vulnerable adults must:**

- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or
- Administer any First Aid with others around. In addition, for children and young people must:
  - Always aim to work with or within sight of another adult.
  - Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
  - Respond warmly to a child who needs comforting but make sure there are other adults around.
  - Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

**All those working on behalf of the parish with children, young people and adults must not:**

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable, lifts.
- Befriend children, young people and vulnerable adults on social media.
- Take photographs on personal phones or cameras so that images are stored on personal devices.

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**In addition, all those working on behalf of the parish with children and young people, must not:**

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.