



# The Church of Scotland

## Safeguarding Service

### **Code of Conduct for Volunteers and Paid Workers**

The Church of Scotland has a deep concern for the wholeness and well-being of each individual and seeks to safeguard the welfare of all individuals who come into contact with the Church and its services. A Church of Scotland worker has a responsibility to create and maintain a safe environment for children and protected adults at all times. The code of conduct for volunteers and paid workers will aim to set out appropriate and inappropriate conduct for workers to follow to ensure a safe church for all. The Church's key safeguarding message is the following: If you suspect or witness harm or abuse, or it is reported to you, you must immediately report it to your Safeguarding Coordinator or line manager.

### **The role of volunteers and paid workers**

The Church of Scotland's Safeguarding system seeks to adopt a preventive approach through, safe recruitment practices, policies and procedures, training and awareness raising and ensuring good safeguarding practices: see the Safeguarding Act and the Code of Good Safeguarding Practice.

### **Appropriate conduct, as a worker you should:**

Follow your role/job description

Maintain professional boundaries at all times

Ensure that whenever possible, there is more than one adult present during church activities

Ensure your contact with children and protected adults is appropriate to your role and the church activity

Create relationships with children, protected adults and other workers that are based on honesty, trust and respect

Understand that children and protected adults are individuals with their own needs and rights

Respect differences in gender, culture, race, ethnicity, disability, sexual orientation and religious beliefs

Create an environment where children and protected adults feel able to share any concerns

Inform a child or protected adult as soon as possible if you need to break confidentiality in order to follow child/adult protection procedures

Where possible, involve children and protected adults in decisions

Immediately report safeguarding concerns

Attend the relevant safeguarding training within the timescale in the safeguarding training pathway

Follow the safeguarding policies and procedures in the Safeguarding Handbook which includes the social media guidelines and photography and video guidelines

Receive and follow the safeguarding pocket card

Have knowledge of and report unacceptable behaviour or poor practice as per the whistleblowing policy

### **Inappropriate conduct, as a worker you should not:**

Undertake regulated work/regulated activity with a workforce that you do not have PVG/DBS clearance through the Church of Scotland to work with

Develop inappropriate relationships with children or protected adults

Accept/give money or gifts of monetary value from/to children or protected adults

Have any sexual contact with children or protected adults

Share your personal contact details with children or protected adults

Contact children or protected adults via your personal phone, email address or social media account

Use inappropriate language

Make derogatory or sexually suggestive comments

Bully or intimidate or permit any form of bullying to take place by other children, protected adults or workers

Act in a threatening or harmful manner

Act unlawfully

Smoke, consume alcohol or use illegal substances when working

Allow concerns of suspected harm or abuse to go unreported

Hold church groups in your home or invite children or protected adults to your home

### **Upholding this code of conduct**

As a Church of Scotland worker, you must follow this code of conduct.

If you fail to uphold this code of conduct, you may be subject to investigation, a risk assessment and disciplinary procedures. This may result in your PVG Scheme membership with the Church of Scotland being terminated and a referral made to Disclosure Scotland.

Depending on the seriousness of the situation, we may also make a report to statutory agencies such as the Police and/or Social Work Department.