

Behaviour Code for Adults Working in a Pastoral setting with Adults

This Code outlines the expectations of the Parish of St Matthew for all those who work or volunteer in a Pastoral setting with Adults. It reflects our desire to follow Jesus in all we do, reflecting his love to those we minister to. It follows from our determination to ensure that *our church* is a place where everyone can not only be safe, but feel safe. And, it reflects our unwavering commitment to the highest possible standards of safeguarding practice.

Following this code will help to protect everyone from abuse and inappropriate behaviour from adults working in a pastoral setting with other adults. It will help them learn how safe adults behave around them - thus equipping them to better recognise if an adult is behaving unsafely around them, and to know that this behaviour is wrong. It will also help staff and volunteers maintain the standards of behaviour expected of them, and will reduce the possibility of unfounded allegations of abuse being made against them.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to *Catherine Harvey, our Safeguarding Officer*, under the parish whistle-blowing procedure, or, if necessary, under the parish safeguarding policy.

Staff and volunteers who breach this code of behaviour may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral being made to a statutory agency such as the police or the diocesan Safeguarding team.

Responsibility of Staff and Volunteers

When working with adults in a pastoral setting, for the Parish of St Matthew, all staff and volunteers are acting in a position of trust. It is important that all staff and volunteers are aware that they may be seen as role models by everyone. They therefore must act in an appropriate manner at all times.

When working with adults in a pastoral setting, it is important to:

- Treat all adults with respect and dignity.
- Ensure that your own language, tone of voice & body language is respectful.
- Value the contribution of the adult, and take their views seriously, actively involving them in planning activities wherever possible.

- Respect an adult's right to personal privacy.
- Always aim to work within sight of another adult.
- Ensure that the adult knows who they can talk to if they need to speak to someone about a personal concern.
- Respond warmly to the adult who needs comforting, but make sure there are other adults around.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Record any concerning incidents and give the information to your group leader. Sign and date the record.
- Always share concerns about an adult, or the behaviour of another worker, with your group leader and/or the parish safeguarding coordinator.

When working with adults in a pastoral setting, you should not:

- Initiate physical contact. Any necessary contact (e.g. For comfort, see above) should be initiated by the adult.
- Act, speak, or conduct yourself in a sexually provocative or suggestive way, either directly towards vulnerable adults. It is your responsibility to do everything you can do to avoid any hint of sexually inappropriate behaviour, language, or styles of relating with vulnerable adults.
- Touch a vulnerable adult inappropriately or obtrusively.
- Invade a vulnerable adult's privacy while washing or going to the toilet.
- Act in a way that can be perceived as threatening or intrusive.
- Use any form of physical punishment.
- Scapegoat, ridicule or reject an adult.
- Permit abuse peer activities, e.g. Initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one vulnerable adult.
- Allow a vulnerable adult to involve you in excessive attention seeking, including that which is overtly physical or sexual in nature. It is always your responsibility to maintain appropriate boundaries with vulnerable adults.
- Give lifts to vulnerable adults on their own or on your own.
- Drink alcohol when responsible for vulnerable adults, or offer to give or buy them alcohol.
- Invite a vulnerable adult to your home alone.
- Arrange social occasions with a vulnerable adult outside organised occasions.
- Allow unknown adults access to vulnerable adults. Visitors should always be accompanied by a known person.