

**Code of Conduct for staff and volunteer workers.**

Everyone within St Andrews Baptist Church has the responsibility of nurturing children and young people spiritually, physically, and emotionally, and of keeping them safe from harm. The Codes of Conduct and Good Practice are there to show ways of doing this.

**Conduct**

You should show Christ's love and care for children by

- treating all children and young people with respect, dignity and fairness, always putting their care, welfare and safety needs first.
- respecting a young person's right to be involved in making choices and decisions which directly affect them.
- respecting a child's right to privacy and personal space.
- always remembering that some children are vulnerable because they come from different ethnic groups, have disabilities, different learning needs, or beliefs.
- encouraging young people and adults to feel comfortable enough to point out to you attitudes or behaviour they do not like.
- being aware that someone might misinterpret your actions, no matter how well intentioned you are.
- recognizing that special caution is needed when you are discussing sensitive issues with children or young people.
- always working within the Church's Child Protection Policy and any other stated procedures of St Andrews Baptist Church, activity or group.

You should not

- allow yourself to be drawn into inappropriate or attention seeking behaviour.
- show favouritism to any individual.
- engage in or permit any bullying, scapegoating, ridiculing, belittling or rejection of a young person.
- jump to conclusions about others, either children or adults, without checking the facts.
- exaggerate or trivialise child abuse issues.
- rely on your good name or that of St Andrews Baptist Church to protect you.
- believe "it could never happen to me".
- take a chance when common sense, policy and practice suggest another prudent approach.
- ignore the Child Protection Policy and Procedures operating within St Andrews Baptist Church, nor the requirements of the General Data Protection Regulations (GDPR)

You must never

- engage in sexually provocative games or horseplay nor make sexually suggestive comments or gestures to a child, even in "fun".
- allow others or yourself to engage in touching a child in a sexually provocative manner.
- form inappropriate emotional or physical relationships with children.
- be alone with a child or children where their activity cannot be seen or heard.
- give children and young people access to church premises unless responsible adults are present.
- invite a child or young person to your home alone. It is acceptable to invite a group if you ensure another adult is in the house and that each parent/carer has been previously informed that this is to happen, has given their permission, knows where their child is and when and how they will return home.
- be alone in a counselling situation with a child/young person, without another adult nearby who is aware of the situation.
- harass or intimidate a child or fellow worker because of age, race, gender, sexual orientation, religious belief, socio- economic class or disability.

**Online Conduct**

Online includes using video call software (e.g. Zoom) and social media.

When working online, in addition to the above, you should:

- Always work alongside at least one other member of staff/volunteer.
- Ensure that parents are aware of all contact you have young people and which platforms are being used.
- Use a secure system where staff/volunteers have control of participant's microphones, video and access to the group call.
- Be aware of age limits for different social media platforms.
- Ensure that all members of the video are aware that the normal dress-code should be followed.
- Use a neutral organisational account (St Andrews Baptist Church page) if information needs to be communicated online. The account should be accessible to multiple people for accountability.

When working online, in addition to the above, you should never:

- Be alone on a video call with a young person/ group of young people.
- Contact a young person on video call outside of the agreed group hours.
- Private message a young person
- Record a video call, unless all parental consent and GDPR legislation has been satisfied.
- Add a young person on your personal social media account. This should apply until the young person is over 17 (Scotland) and no longer in their duty of care (such as having gone to University).

If you have any concerns about a child, please follow the guidelines of the Child Protection Policy and contact the appointed Child Protection Officers.

Any concerns about the conduct of a fellow worker should be documented and only discussed with the Child Protection Officers, following the guidelines of the Child Protection Policy.

The following guidance from the St Andrews Baptist Church Child Protection Policy will be helpful when a child has talked to you about abuse.

- Accept what the child is saying however unlikely the story may sound.
- Keep calm and listen sympathetically, not interrupting a child who is freely recalling events.
- Be aware that the child may not have the vocabulary to explain clearly what it is that distresses them.
- Look at the child /young person directly.
- Be honest, letting them know that you will need to tell someone else – do NOT promise confidentiality.
- Reassure them that they are not to blame for the subsequent abuse even if they have broken a rule.
- Be aware that the child may have been threatened.
- Never use leading questions.
- Never push for information but gently repeat back to the child what they have said to you to ensure that you have heard correctly. The child will often respond by giving more information.
- Once the child has talked to you about abuse you should make notes as soon as possible (preferably within an hour of the interview using pen and paper), writing down exactly what the child said, where and when they said it, and what was happening immediately before the interview, recording the names of any witnesses to what has been said or observed.
- Make an accurate record of anything you said to the child during the discussion and any response received.
- Record times and dates of these events and when you wrote your report.
- Keep all hand written notes even if these have been subsequently typed up.
- Report your discussion as soon as possible to the named Child Protection Officer, who will refer these concerns to the child protection agencies who will decide what action should be taken and whether it is in the best interests of the child to inform the parents of the allegation (remember, a parent may be the subject of the child's allegation).
- You should not discuss your suspicions or allegations with anyone other than those named in the Child Protection Policy Document.

When an adult has talked to you about the abuse of a child, follow the guidelines of 5.5, 5.6, 5.61 5.7 in the St Andrews Baptist Church's Child Protection Policy.

Child Protection Contacts: Ken and Debbie Cochran, **01334 850 520** or  
e-mail [ken@blebo.org](mailto:ken@blebo.org) or [debbie@blebo.org](mailto:debbie@blebo.org)

If they are unavailable, contact Fife Social Work Child Protection Unit **03451 551 503** or for help out of hours and at the weekend **03451 55 00 99**

Or Police using **999** for an emergency or **101** for advice; they will probably connect you to the Public Protection Unit.

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