**Good Practice Code of Conduct**

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children and adults at risk. Therefore, all workers agree not to behave in a manner which would lead any reasonable person to question their suitability to work with vulnerable groups, or act as a role model within the United Reformed Church.

More specifically, all workers agree to the following code of conduct:

* Do treat all people with dignity and respect.
* Don't abuse the power and responsibility of your role. Don’t belittle, scapegoat, put down, or ridicule anyone and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
* Do act inclusively, seeking to make all people feel welcome and valued.
* Don't exclude people from conversations and activities unless there is a good reason.
* Do treat people with equal care and concern.
* Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child or adult at risk (e.g. gifts)
* Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
* Don't threaten or use sanctions which have not been agreed or make empty threats
* Do refer to a more senior worker if someone within your group does not respond to your instructions despite encouragement and warning of possible consequences
* Don’t feel you have to deal with every problem on your own
* Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
* Don't use physical restraint except as a last resort to prevent injury. This should be the use of minimum force and of using restraint you should have undergone appropriate training before doing so
* Do relate to members of your group in public. If someone wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
* Don't spend time alone with members of your group out of the sight of other people and without the knowledge of someone in leadership
* Do make sure in the case of children, that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted / recorded and adheres to safeguarding policies
* Don't keep communication with children secret, while still respecting appropriate confidences
* Do have a designated photographer to take, store and share photos of your group’s activities, in line with people’s consent and URC good practice guidelines
* Don’t take photos and video without consent and stored in a place designated by the church and only use in the ways agreed in line with Good Practice guidelines
* Do dress appropriately
* Don't dress in clothing which is provocative.
* Do use physical contact wisely - it should be:
  + in public
  + appropriate to the situation and to the age, gender and culture of the person
  + in response to the needs of the person, not the worker.
  + respectful of the person’s privacy, feelings and dignity.
* Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
* Do respect people's privacy
* Don't assume that someone should tell you anything you ask just because you are a worker
* Do respect the right of children to wash, change and use the toilet in private
* Don’t walk in unnecessarily or unannounced
* Do listen and tell the safeguarding co-ordinator or officer if you have any concerns about someone’s welfare.
* Don't promise to keep something secret if it is about a children at risk of harm, or an adult at risk in certain circumstances, and only tell those who need to know.
* Do respect and promote the rights of people within your groups to make their own decisions and choices
* Don’t work in ways that put your needs and interests before those of the people you work with
* Do respect and encourage respect for difference, diversity, beliefs and culture
* Don’t discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children or adults at risk on

behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ URC.

Name:

Signed: Date: