**HOLY TRINITY CHURCH**

**CUCKFIELD**

**JOYFULLY SERVING JESUS**

**Behaviour Code for**

**Adults Working with Vulnerable Adults**

This Code outlines the expectations of the Parish of Holy Trinity Cuckfield for all those who work or volunteer with Vulnerable 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 Vulnerable Adults from abuse and inappropriate behaviour. 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 **Rod Montague Safeguarding Coordinator**under the parish whistle-blowing procedure, or, if necessary, under the parish safeguarding policy see the Holy Trinity website:-

[www.holytrinitycuckfield.org](http://www.holytrinitycuckfield.org/)

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 local authority children's social care department.

**Responsibility of Staff and Volunteers**

When working with Vulnerable Adults on behalf of the Parish of Holy Trinity Cuckfield, all staff and volunteers are acting in a position of trust and it is important that all staff and volunteers act in an appropriate manner at all times.

All those working on behalf of the parish with Vulnerable Adults must:

Treat all individuals with respect and dignity.

Ensure that their own language, tone of voice and body language are respectful.

Respect an individual’s right to personal privacy.

Ensure that any Vulnerable Adults know who they can talk to if they need to speak to someone about a personal concern.

Administer any necessary First Aid with others around.

Obtain consent for any photographs/videos to be taken, shown or displayed.

Record and report any concerns about a Vulnerable Adult and give the information to any activity leader and/or parish safeguarding coordinator. Sign and date the record.

Always share concerns about a Vulnerable Adult or the behaviour of another worker with your group leader and/or the parish safeguarding coordinator.

When working on behalf of the parish with Vulnerable Adults, you must not:

Act, speak, or conduct yourself in a sexually provocative or suggestive way, about or directly towards an individual.

Invade an individual’s privacy whilst 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 individual or group.

Permit abuse 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 individuals access to adults who may be vulnerable. Visitors should always be accompanied by an approved person.

Allow strangers to give adults who may be vulnerable lifts.

Befriend adults who may be vulnerable on social media

Take photographs on personal phones or cameras as this means that images are stored on personal devices

**Visiting Adults**

The Church of England Parish Safeguarding Handbook advises that visiting Vulnerable Adults in their homes is an essential element of many church officers’ roles. Many parishioners will be well known to the church officer and where there have been no previous concerns, the level of risk to the church officer or parishioner during visits will usually be low.

However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for parishes to ensure that their church officers and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety and for your own as a church officer:

* If possible undertake a risk assessment **before an initial visit**, especially if you do not know the person. If there are any concerns or risks known before a visit is made you are advised always to undertake a risk assessment. **[See attached]**

In these circumstances consider whether the visit is necessary, or whether you should be accompanied by another church officer. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.

* Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
* Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
* Do not make referrals to any agency that could provide help without the adult’s permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
* Never offer “over the counter” remedies to people on visits or administer prescribed medicines, even if asked to do so.
* Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
* Do not allow and be aware of any Financial or Material abuse – theft, fraud, exploitation, pressure in connection with Wills, property or inheritance or financial transactions, or the misuse or appropriation of property, possessions or benefits.
* Make a note of the date when you visit people, report back about the visit to the agreed named person (that is the person who instigated the visit otherwise the Parish Safeguarding Coordinator) and say what is might be causing any concern or what is going well. They will report safeguarding concerns to the Parish Safeguarding Coordinator and/or incumbent or directly to the Diocesan Safeguarding Adviser if they are not available.

FOR FURTHER INFORMATION see the Holy Trinity website [www.holytrinitycuckfield.org](http://www.holytrinitycuckfield.org)

Approved by the PCC: 16th March 2020