



Safeguarding code of conduct for trustees, staff and volunteers

In its simplest form, 'safeguarding' can be defined as 'keeping children, young people and adults at risk, safe from harm'.

At Cleerway Community Church we believe that all trustees, staff and volunteers share responsibility for safeguarding and promoting the welfare of children, young people and adults at risk. The Safeguarding Code of Conduct below sets out what is required.

As a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment. As a trustee or volunteer it forms part of the agreement for your role. Everyone, whether in a paid or unpaid role is expected to adhere to this code and you will be asked to sign and return it as acceptance of your commitment to it. The code also supports the safeguarding policy, social media policy and role descriptions which you must read on commencement of your role and ensure that you understand. Please speak to your line manager or the designated safeguarding lead if you are unclear or require further clarification on this in relation to your role.

You may also be required to undertake training in safeguarding and discuss this code with your line manager or the designated safeguarding lead.

The Safeguarding Code of Conduct:

- makes clear what is required of all trustees, staff and volunteers;
- supports trustees, staff and volunteers in meeting their obligations;
- enables trustees, staff and volunteers to raise concerns without fear of recrimination;
- reduces the risk of misplaced or malicious allegations by clarifying responsibilities.
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The Safeguarding Code of Conduct

Trustees, staff and volunteers must abide by the following:

- report any incidents or concerns that cause you to believe that a child, young person or adult at risk is, or is likely to be, at risk of harm. Cleerway Community Church will support any trustee, staff or volunteers who raises a legitimate concern about the actions of others;
- refer to our whistleblowing procedure if you feel an incident or concern cannot be reported to your manager or the designated safeguarding lead;

- disclose any criminal record, caution, reprimand or warning, whether received prior to or during the course of your involvement with Cleerway Community Church. For the avoidance of doubt, this requirement is in addition to any other published requirement for disclosure as part of your role;
- inform the designated safeguarding lead of any ongoing or past child protection investigation(s) that have involved you, including any that you are aware of that relate to your own immediate family or any person that you are in a significant relationship with e.g. family members, partners, individuals who live in the same household;
- inform the designated safeguarding lead of anyone living in your household or at your address who becomes disqualified from working with children (e.g. as a result of offences against a child), or against an adult (e.g. rape, murder indecent assault, actual bodily harm etc.)
- abide by Cleerway Community Church's social media policy

It is not permissible (and in some instances may be unlawful) for you to:

- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and young people, adults at risk, trustees, volunteers or staff;
- behave or communicate with children, young people or adults at risk in ways which seek to build inappropriate relationships in order to abuse or put them at risk;
- use a relationship within Cleerway Community Church for personal gain;
- give special rewards or privileges in an attempt to build inappropriate relationships with children and young people or adults at risk, or trustees, volunteers or staff;
- engage in, or attempt to engage in, sexual or inappropriate relationships with children, young people or adults at risk for whatever reason, including the use of suggestive conversations, comments, texting or emails;
- possess indecent images of children; this will always be reported to the police regardless of the explanation provided;
- carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs;
- encourage or assist others to break the law in any way;

You will conduct yourself in accordance with this Safeguarding code of conduct in all your work/volunteering for Cleerway Community Church. Any breach of the Safeguarding code of conduct may result in disciplinary action including dismissal, or the termination of your working agreement or involvement with Cleerway Community Church, as appropriate.

In certain circumstances, if following investigation breaches of the code are found; such action will also result in reports to regulatory bodies, relevant local authorities and/or the police, as appropriate.

Please confirm that you have read and understood this Safeguarding Code of Conduct and agree to abide by the contents by signing and dating below and returning the signed copy to the designated safeguarding lead.