

DIOCESE OF CHICHESTER

Behaviour Code for those people working with Vulnerable Adults

This Code outlines the expectations of the Parish Churches of St Luke's and St. Leonard's, Sutton with Seaford for all those who work or volunteer 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 vulnerable adults can not only be safe, but feel safe. It reflects our unwavering commitment to the highest possible standards of safeguarding practice.

A vulnerable adult is a person aged 18 or over who does not have the ability to protect him or herself from violence, abuse, neglect or exploitation, and is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress or through any other reason - and for the purposes of this definition, impairment can be either permanent or temporary.

Although everyone is vulnerable in some ways and at certain times, some people, by reason of their physical or social circumstances, have higher levels of vulnerability than others. Some of the factors which increase vulnerability are:

- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Mental ill-health (including dementia), chronic or acute
- An addiction to alcohol or drugs
- The failing faculties in old age
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example, bereavement or previous abuse or trauma.

Following this code will help to protect vulnerable adults from abuse and inappropriate behaviour, will help volunteers to know what is 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 breaches of this code to the parish Safeguarding Officer (Ruth Saunders) 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 local authority social care department.

Responsibility of Staff and Volunteers

When working with vulnerable adults for the Parish of Sutton with Seaford, all staff and volunteers are acting in a position of trust, and it is important that they are aware that they may be seen as role models. They therefore must act in an appropriate manner at all times.

When working with vulnerable adults, it is important to:

- Treat them with respect and dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Protect his or her individuality – e.g. always use their name.
- Value their contribution, and take their views seriously.
- Encourage them to participate in and contribute to all aspects of church life.
- Respect their right to personal privacy.
- Ensure that they know who they can talk to if they need to speak to someone about a personal concern.
- Provide a warm, nurturing environment for vulnerable adults whilst avoiding any inappropriate behaviour.
- Ask about personal preferences, forms of address, how much help may be needed.
- Give vulnerable adults a choice about where they sit, and what activities they participate in, recognizing that some people find making choices stressful.
- Share information appropriately.

These recommendations apply to all church activities with adults who may be vulnerable – for instance, during worship on Sunday mornings, on outings, in groups and when visiting at home. They are designed to protect the adults who may be vulnerable in our care.

They apply as much to church ‘in house’ activities for regular attendees, as to activities which are run in and for the local community.

Activities set up specifically for adults known to be vulnerable will need planning and preparation of a kind not needed for activities open to all. Ensure there are supervision arrangements as necessary.

VOLUNTEER CODE OF CONDUCT

Vulnerable adults are important gifts entrusted to us by God. I recognise my first obligation is to give a good example of kindness and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to vulnerable adults.

Volunteers shall

- Understand that the only appropriate relationship as a volunteer is that of adult volunteer minister.
- Establish and maintain safe environments by preserving appropriate boundaries with vulnerable adults.
- Treat each person with respect, kindness, patience, courtesy, dignity and consideration.
- Immediately report any suspected abuse to the Parish Safeguarding Officer (Ruth Saunders).
- Cooperate in any investigation of suspected abuse of vulnerable adults.
- Be familiar with pertinent safety policies and follow them.
- Participate in appropriate training as required.
- Work as part of a team when working with vulnerable adults.
- Gifts received by volunteers from vulnerable adults should be tokens, not expensive or inappropriate. Gifts may only be received with validated approval of the pastor, principal or pastoral administrator.
- Use positive reinforcement with vulnerable adults rather than criticism, competition or comparison.
- Employ appropriate conduct, speech and dress

Volunteers shall not

- Use, possess or be under the influence of alcohol and/or illegal drugs while responsible for vulnerable adults at any church activity or event.
- Sexual harass a vulnerable adult.
- Strike, shake or slap a vulnerable adult
- Humiliate, ridicule, or degrade a vulnerable adult.
- Touch a vulnerable adult in a sexual manner
- Use any form of discipline that humiliates a vulnerable adult.
- Host in your home vulnerable adults whom they have met through their volunteer activities singly.

Name and Ministry Area

Signature and date