

Code of Conduct for Staff and Volunteers



Adopted by St Ives Baptist Church on 27.06.2023

The defined terms in bold used in this document, unless otherwise specified, have the same meaning as the defined terms in the **Safe Church Policy**.

Purpose

The Church is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse.

As part of this commitment, staff and volunteers are required to sign and abide by this **Code of Conduct** (the **Code**).

The **Code** sets out the following:

- minimum behavioural standards and appropriate boundaries required of staff and volunteers;
- the obligation of staff and volunteers to comply with **Safe Church Policy** and relevant procedures;
- the steps to be taken in the event of a potential breach of this Code.

The Code seeks to reflect the biblical call to godliness and faithfulness in ministry (e.g. 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

Scope

The Code applies to all staff and volunteers aged 16 and over. There is a further Code of Ethics and Conduct for pastoral staff.

The Code should be read in conjunction with the **Safe Church Policy** and:

- **Screening and Training Procedure for Staff and Volunteers**
- **Procedure for Responding to Child Protection Concerns**
- **Procedure for Handling Complaints against Staff and Volunteers**
- **Procedure for Conflict Resolution**

The Code

As a staff member or volunteer of the Church, I agree to:

- communicate with integrity, including wise and accountable use of electronic communication;
- not knowingly make false, misleading, or deceptive statements;
- not engage in, or attempt to engage in, bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person;
- not act violently or intentionally provoke violence;
- not use any prohibited substance and be responsible in my use of substances that may be addictive (e.g. prescriptions, alcohol).
- disclose to the Church Leadership if I am being investigated for any criminal offences or have any knowledge of serious unlawful activity within the Church;
- uphold, support and abide by the **Safe Church Policy**;
- report concerns about misconduct or abuse according to the **Safe Church Policy** and relevant procedures;
- disclose all relevant information as part of completing the **Screening Check Questionnaire**;
- act with financial integrity, including:
 - having accountable and transparent systems in place for financial matters.
 - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- not take or use property belonging to others without express consent, including intellectual property (copyright);
- upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- respond to reasonable directions from the person with responsibility for the ministry I am involved in

In relation to children specifically, I agree to:

- act to prioritise the best interests of children;
- behave respectfully, courteously and ethically towards children and their families;
- listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well;
- promote the human rights, safety and wellbeing of all children in the Church.
- consider and respect the diverse backgrounds and needs of children;
- create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families;
- involve children in making decisions about activities, policies and processes that concern them wherever possible;
- not engage in any unlawful activity with or in relation to a child, including creating, accessing or distributing child exploitation material such as child pornography;
- not be alone with a child unnecessarily;
- not groom a child for the purposes of engaging and influencing a child for the purpose of sexual activity;
- not show favouritism to a child, including by repeatedly singling out a child for praise or providing a child with gifts;
- not unlawfully discriminate against any child or their family members;
- not arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the Church's activities (and even then, only with the permission of the parents or guardian of the children)
- not use inappropriate language in the presence of children;
- not to work with children under the influence of a prohibited substance or alcohol;

In relation to my personal and pastoral relationships, I agree to:

- act with sexual purity, meaning I will:
 - express my sexuality in healthy, God directed ways
 - recognize that it is inappropriate to access any type of pornographic material and, if I struggle with this addiction, I will seek professional help;
 - ensure that romantic interactions are meaningfully consensual; and
 - give consideration to any power imbalances in intimate relationships;
- acknowledge where I do not have the required professional skills to provide counselling and to refer people to other counsellors if so; and
- make alternative arrangements for counselling or pastoral ministry for any person with whom I may develop a romantic or intimate relationship.

I understand that if there is a complaint against me relating to a breach of this Code:

- and it is a plausible complaint relating to **Child Sexual Abuse**, a **Child Abuse Offence**, or **Sexual Misconduct involving a Child**, the Church will ask me to step aside from my duties while the complaint is being considered and I will do so;
- that relates to serious misconduct and/or abuse (including **Child Sexual Abuse**, a **Child Abuse Offence**, or **Sexual Misconduct involving a Child**) it will be reported to relevant government authorities in accordance with relevant legal requirements;

I agree to participate in any process initiated under the **Procedure for Handling Complaints against Staff and Volunteers** and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

<p>I, _____</p> <p>have read, and agree to be bound by and uphold, this Staff and Volunteer Code of Conduct.</p>	
Signature	Date