

Waverley Community Church

Behaviour Code for Working with Children, Young People, and Adults at Risk

Purpose

This Behaviour Code sets out the conduct expected of all workers (staff, volunteers, interns, placements). It exists to:

- Protect children, young people, and adults at risk from abuse or inappropriate behaviour.
 - Protect workers from the risk of unfounded allegations.
 - Provide clear standards of behaviour for everyone serving in Waverley Community Church (WCC).
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The Role of Workers

When you work with children, young people, or adults at risk, you are in a **position of trust**. You are a role model and must act responsibly, safely, and respectfully at all times.

Good Practice

Workers are expected to:

- Treat everyone with dignity, respect, and fairness.
- Act responsibly, transparently, and accountably.
- Challenge inappropriate behaviour or be open to challenge.
- Listen carefully and seek advice when needed.
- Avoid any behaviour that could be perceived as bullying, harassment, or abuse (emotional, physical, sexual, or spiritual).
- Work in an open environment – avoid private or unobserved situations.
- Communicate only through WCC group messaging platforms (where other workers and participants are present).

- Use social media wisely – no one-to-one contact via personal accounts; use official WCC accounts or closed groups with multiple workers.
 - Follow WCC safeguarding policies and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Lead immediately.
 - Be honest about confidentiality – never make inappropriate promises.
 - Act promptly – do not delay reporting.
 - Only take photos/videos with explicit prior consent (parents/guardians for under-18s).
 - Avoid being alone with a child/adult at risk; if unavoidable, make it observable and involve another adult ASAP.
 - Avoid giving personal gifts – show encouragement in appropriate ways.
 - Follow **transport** and **toileting/personal care** guidelines.
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Transport Guidelines

- Avoid transporting children/young people/adults at risk alone.
 - Pre-arrange transport with parents/guardians/carers; ideally with another worker present.
 - If unavoidable: inform parent/guardian and safeguarding lead, seat the individual in the back, and keep the journey short/direct.
 - Never provide lifts secretly or without agreement.
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Toileting & Personal Care

- Parents/guardians are responsible for changing their own child's nappy.
- Volunteers/staff **with DBS checks** may assist only when necessary.
- Help must be minimal and preserve dignity. Encourage independence where possible.
- If assistance is required: ensure another adult is aware, keep doors open if practical, and balance privacy with safety.
- Never carry out tasks that the child/adult can do themselves.

- Report any accidents (e.g. toileting accidents) to parents/guardians.
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Unacceptable Behaviour

Workers must not:

- Fail to report or delay reporting concerns.
 - Take unnecessary risks.
 - Behave in ways that could be seen as threatening, abusive, or intimidating.
 - Share personal contact details or social media profiles.
 - Develop inappropriate or overly personal relationships.
 - Smoke, drink alcohol, or use illegal substances while serving.
 - Show favouritism or exclude individuals.
 - Engage in inappropriate physical contact. All touch must:
 - Meet the person's needs, not the worker's.
 - Be age-appropriate, public, and ideally initiated by the individual.
 - Never be sexual, provocative, or open to misinterpretation.
 - Share sexually explicit, racist, or otherwise harmful material.
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Training Requirement

All workers must:

- Complete WCC safeguarding training before or shortly after starting.
 - Refresh training at required intervals.
 - Be familiar with and comply with all WCC safeguarding policies.
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Breaching the Code

- Inappropriate behaviour will be addressed under WCC disciplinary procedures.
 - For staff, the line manager will involve the Safeguarding Lead where relevant.
 - Depending on seriousness, you may be asked to step down from your role.
 - WCC may refer cases to statutory agencies (police, social care, DBS).
 - If you become aware of another breach, report it to the Safeguarding Lead (or line manager for staff).
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Declaration

I agree to abide by the expectations outlined in this Behaviour Code and confirm I have read the relevant WCC safeguarding policies.

Name: _____ Signature: _____ Date: _____