



## CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

Child Safeguarding is regarded as central to the wellbeing of children and young people as they play their part in the life of the Catholic Church, within which 'Best Practice' promotes an ethos and provides a set of practical policies and procedures to support their development in ways which will promote their security, confidence and independence.

It is necessary that the following Code of Conduct be applied as a minimum standard in order to support the Policy and Procedures in the area of the protection of children and young people.

All church personnel will:

- treat children and each other with courtesy, dignity and respect.
- take care to treat each young person with equal respect, favouritism is not acceptable.
- always engage with children in an open manner.
- use age-appropriate language, media materials and activities and never any sexually explicit or pornographic material.
- develop appropriate guidelines in relation to the use of computers, videos, the Internet, cameras and camera phones.
- ensure an appropriate and adequate ratio of adults to children and young people.
- maintain adequate, gender-appropriate, supervision for males and females.
- respect the physical integrity of the young people at all times.
- respect their right to privacy at all times.
- always act with particular care regarding privacy in locations such as toilets, changing areas etc.

- seek permission from parents / guardians for the taking / use of photographs, the generating of computer images and the making / showing of video recordings of events.
- only contact individuals via their parents / guardians.
- never use physical punishment under any circumstances.
- never verbally abuse any individual.
- not spend a disproportionate amount of time with any particular individual or group of individuals.
- not engage in, or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- not give alcohol, tobacco, drugs or other illegal substances to individuals under any circumstances.
- not consume alcohol or tobacco while having responsibility for, or in the presence of, those in their care.
- not use drugs or other illegal substances under any circumstances.
- not perform tasks of a personal nature for individuals while they are in changing areas (e.g. in the locker room).
- not engage in inappropriate physical contact of any kind – including tough physical play, physical reprimand and horseplay (tickling, wrestling)
- not give their personal details to individuals and only the named leader will hold personal details of individuals.
- avoid inappropriate language and/or sexually suggestive comments, including telling jokes of a sexual nature, either towards children or themselves.
- avoid being alone with a child e.g. in relation to travel, meetings, home visits, remaining in Churches or parish property, where two adults should be present.