

Guide for Leaders



Chaplaincy Safeguarding Policy

This behaviour code outlines the conduct expected of staff and volunteers of the Chaplaincy of Aquitaine and staff from other organisations who engage with children, young or vulnerable people through the Chaplaincy of Aquitaine and its activities.

It has been informed by the views of children, young or vulnerable people through the Safe Activity Network (www.safenetwork.org.uk).

Purpose

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It also help staff and volunteers to maintain the standard of behaviour expected of them and reduce the possibility of unfounded allegations of abuse being made against them.

Upholding this code of behaviour

All members of staff and volunteers are expected to report any breaches of this code to Janis Adams, Safeguarding Officer under 'whistle-blowing procedure' or, if necessary, under safeguarding procedures.

If the guidelines are not followed, anyone involved may not be able to continue in his/her role.

Serious breaches may also result in a referral being made to a statutory agency.

The role of staff and volunteers

When working with children, young or vulnerable people through the Chaplaincy of Aquitaine all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children, young or vulnerable people, and must act in an appropriate manner at all times.

When working with children, young or vulnerable people, it is important to:

- operate within the Chaplaincy of Aquitaine's principles and guidance and any specific procedures;
- follow the Chaplaincy of Aquitaine's safeguarding policy and procedures at all times;
- be close to where others are working. If a child, young or vulnerable person specifically asks for or needs some private time with you, ensure other staff should know where you both are;
- listen to and respect children at all times;
- avoid favouritism;
- treat children, young or vulnerable people fairly and without prejudice or discrimination;
- value and take children, young or vulnerable people's contributions seriously, actively involving them in planning activities wherever possible;
- ensure any contact with children, young or vulnerable people is appropriate and in relation to the work of the project;
- always ensure language is appropriate and not offensive or discriminatory;

- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish children, young or vulnerable people to follow;
- challenge unacceptable behaviour and report all allegations/suspicions of abuse;
- ensure that whenever possible, there is more than one adult present during activities with children, young or vulnerable people or if this isn't possible, that you are within sight or hearing of other adults;
- respect a child, young or vulnerable person's right to personal privacy;
- encourage children, young or vulnerable people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- recognise that special caution is required when you are discussing sensitive issues with children, young or vulnerable people

You must not:

- allow allegations to go unreported;
- develop inappropriate relationships such as contact with children, young or vulnerable people that is not a part of the work of the Chaplaincy of Aquitaine or agreed with the leader;
- conduct a sexual relationship with children, young or vulnerable people or indulge in any form of sexual contact with a child, young or vulnerable person. Any such behaviour between an adult member of staff or volunteer and a child, young or vulnerable person using the services of the Chaplaincy of Aquitaine represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances;
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of child, young or vulnerable person;
- act in a way that can be perceived as threatening or intrusive;
- patronise or treat children, young or vulnerable people as if they are silly;
- make inappropriate promises to children and young people, particularly in relation to confidentiality;
- jump to conclusions about others without checking facts;
- either exaggerate or trivialise child abuse issues;
- rely on your reputation or that of the Chaplaincy of Aquitaine to protect you.

The role of parents and carers:

The Chaplaincy of Aquitaine welcomes and encourages the involvement of parents and carers who are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of a child, young or vulnerable person becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

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