

# Christ Church Baptist

The Nap, Kings Langley, Herts, WD4 8ET  
[www.christchurchbaptist.co.uk](http://www.christchurchbaptist.co.uk)



## CHURCH WORKER CODE OF CONDUCT – 2 NOVEMBER 2023

The Charity Trustees approved the following Church Worker Code of Conduct on 2 November 2023

### 1. Introduction

We believe that our behaviour should be of a high ethical standard that brings glory and honour to God. We believe that every human has been made in the image of God and as such should be treated with dignity and respect. Our desire as a church team is to inspire, encourage and build one-another up in our efforts to glorify God in our work.

This Code of Conduct has been created to lay out clear guidelines about the behaviours that are expected by the Church and behaviours that shall NOT be condoned. It does not provide specific guidance for every individual situation that may arise in the Church or at church events and is not intended to be exhaustive. Instead, it aims to advise church staff in making informed decisions about appropriate behaviours in the workplace.

We value the social, physical, mental and interpersonal wellbeing of people of all ages including those with disabilities and those who are vulnerable. We respect the importance of pastoral work carried out by our church leaders and encourage transparent, accountable relationships that promote trust and confidence in the work of the Church and in the Church itself.

We value living in accordance with the gospel and commit ourselves to living out the following qualities in all areas of our lives:

- Loving others
- Kindness
- Generosity and Thankfulness
- Compassion
- Community
- Humility
- Justice
- Patience
- Slow to Anger
- Forgiveness
- Putting others first
- Integrity
- Honesty
- Equality
- Service and Stewardship
- Confidentiality

We commit ourselves to:

- carry out our duties in a way that glorifies God and honours His Church.
- treat everyone with care, kindness, honesty, love and respect regardless of their race, gender, sexuality, position or religious beliefs.

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**Christ Church Baptist is a Registered Charity (number 1178514)**

**Secretary:** Mr R Farrant ♦ **Treasurer:** Mr C Varley ♦ **Administrator:** Mrs G Turner ♦ T: (01923) 267035

## 2. In the Workplace

- In all financial matters act we shall with integrity and transparency, being able to give an account publicly for all monies handled by us on behalf of others.
- We shall be truthful and honest with each other in our opinions, ideas, concerns and reflections. Communicate genuinely and openly with one another.
- We shall be thorough and diligent in our work when providing each other with information and resources to fulfil our roles and be aware of the expectations others have of us.
- We shall encourage and support each other and church members.
- Where disagreements or grievances occur and a resolution is not forthcoming, we shall seek additional assistance.
  - In instances of conflict or division, we shall make every effort to biblically pursue reconciliation and resolution.
  - Issues pertaining to criminal actions, allegations of abuse, serious misconduct, bullying or sexual misconduct shall be referred to the appropriate authorities.

## 3. E-Mail and Social Media

E-Mail and social media (such as Facebook or WhatsApp) communications between leaders and children or young people will only be made via official church e-mail and social media accounts, and not via personal accounts.

- We shall respect people's privacy and not post any discussion:
  - of pastoral care; or
  - where an individual may be identified; or
  - relating to news of an individualunless prior written permission has been given
- We shall bear in mind the potential for misinterpretation
- We shall never make any comments that could be considered racist, sexist, or homophobic, or engage in any other conduct that would be considered unacceptable in a Christian environment
- We shall not engage in verbal aggression
- We shall ensure pictures or photographs of people are not used without prior agreement from the person and, for children and young people, written permission from the parent or guardian.
- We shall not post any material that is subject to copyright without prior written permission from the copyright holder

## 4. Harassment and Bullying

We shall actively promote a safe environment that is free from abuse of any nature. This includes:

- **Harassment** - this is unwelcome conduct verbal or physical, intentional or unintentional, that makes a person feel offended, belittled or threatened. This can be because of race, gender, national origin, age, disability or handicap. It may be an isolated event or a series of incidents over time. It can include:
  - Unwelcome physical contact
  - Unjustified or unnecessary comments about a person's attributes or abilities
  - Gestures or language that could give offence including unwarranted shouting
  - Display of offensive materials
  - Requests for sexual favours used as a condition of employment or to affect other decisions, such as promotion or compensation.
- **Bullying** - this can include exclusion from a group or activity; intimidation or extortion.

## 5. Interactions with Children and Young People

When interacting with children and young people we shall promote trustworthy and honest relationships between them and adults.

Adequate staffing shall be provided and sensible precautions shall be taken to ensure church staff or volunteers avoid working alone with a child or young person.

- We shall treat all children and young people with respect and dignity
- We shall use age appropriate language and tone of voice. We shall be aware of our own body language, what this may be communicating and the impact this might have on the individual child or young person
- We shall actively listen to children and young people, being careful not to assume we know what a child or young person is thinking or feeling. We shall listen to what is spoken and reflect back what they have said to ensure we have understood. At the same time, we shall observe their body language to better understand what is being said. (*NSPCC research (2013) with children who disclosed abuse showed that fear of not being listened to, understood, taken seriously, or being believed were some of the barriers to sharing worries with adults.*)
- We shall not engage in any of the following:
  - games involving physical contact between a leader and a child or young person
  - suggestive remarks or threats to a young person, even in fun
  - sexually suggestive games
  - making inappropriate or sexually suggestive comments about or to a child or young person, even in 'fun'
  - scapegoating, belittling, ridiculing, rejecting or any action that may cause humiliation or embarrassment to a child or young person.
- When it is necessary to put boundaries in place to manage behaviour or keep children and young people safe, this should be done without using physical punishment. (A situation may, however, arise where a child or young person needs to be restrained in order to protect them or a third person. Should

this happen, a written report should be submitted to our Designated Person for Safeguarding, and discussion undertaken with the child / young person's care givers. A risk assessment should be considered, with support of the Safeguarding Trustee, parent/ carer and child / young person in order to reduce likelihood of future restraint).

- We shall not respond to, or encourage, excessive attention-seeking that is overtly sexual or physical in nature.
- Noting that children can use behaviours to communicate feelings and concerns, should any behaviours appear to be overtly sexual or physically risky in nature, then we shall report our concerns and seek advice from your church DPS in the first instance.
- We shall not normally plan to be alone with children and young people, including driving. Plan activities that involve more than one other person being present, or at least are within sight and hearing of others. This should be a key guiding principle for good practice
- We shall not send inappropriate electronic communications or content to a child or young person. All contact shall be church-related and shall never be hidden from parents or others.
- We shall not supply a child or young person with alcohol, drugs, illegal substances, tobacco products, pornography or other inappropriate material.

#### **Intimate / personal care**

- We shall not invade the privacy of children or young people when they are using the toilet or washing
- We shall make sure another adult is present if, for example, a child has soiled themselves or needs changing / washing. If possible, the child's own parent or carer should be called in to carry out such a task.

#### **6. Pastoring**

When pastoring, offering guidance or spiritual direction, we shall be confidential, respectful and progress the welfare of the individual.

- Those providing pastoring, counselling, spiritual direction or guidance shall be aware of their competencies and shall not act beyond them. Instead, they shall advise the person they are counselling to seek further professional assistance.
- Those providing pastoring, counselling, spiritual direction or guidance shall take full responsibility for maintaining clear and appropriate boundaries in their professional relationships.
- Before meeting with an individual, those providing pastoring, counselling, spiritual direction or guidance shall take time to evaluate the appropriateness of entering into a long-term guidance relationship with someone, particularly if they already have a pre-existing relationship with said individual.
- Physical contact should be respectful and consistent with the aims to make a suitable, safe and appropriate environment for counselling.
- Knowledge that arises from pastoring may be used in teaching, writing or other public presentations only when it is certain that the individual's identity and the confidentiality of the disclosures are absolutely safeguarded.
- Information gained through the course of sessions with adults shall be confidential except for

compelling professional reasons or those required by law.

- If there is clear or imminent danger to the client or to others, those providing guidance, counselling and direction shall disclose the information necessary to protect the parties affected and to prevent harm.
- Suspected abuse or neglect must be reported to the relevant authorities.
- The person providing pastoring, counselling, guidance or spiritual direction shall, as early as possible, explain the nature of confidentiality and its limitations with each person.

## **7. Sexual Conduct**

- Church staff or volunteers must not exploit the trust placed in them by the faith community for sexual gain or intimacy.
- Church staff or volunteers, because they are in positions of power or authority, must be particularly careful to avoid sexual misconduct, including possession of or distribution of pornography in the workplace. Church staff or volunteers should avoid even the appearance of sexual misconduct.
- Church staff or volunteers should report to a supervisor or (if appropriate) to the required legal authorities any violation of the sexual conduct laid out above.

## **8. Abuse**

Any suspected abuse must be dealt with in accordance with the church's Safeguarding Children and Young People Policy or Safeguarding Adults Policy as appropriate. This will include making a record and reporting what has been observed to the Designated Person for Safeguarding, as soon as practicable after the observation has been made.

## **9. Training**

Workers will be required to undergo any training the church feels necessary, at the church's expense, in order to maintain high standards. This will include, for example, appropriate safeguarding training.

## **10. Upholding this Code of Conduct**

All paid staff and volunteers are expected to report any breaches of the Code of Conduct to the Church Secretary.

Those who breach the Code of Conduct shall be subject to disciplinary action which in some cases may result in dismissal. Serious breaches may also result in the person responsible being reported to the police.

We are committed to ensuring a safe and respectful environment for everyone regardless of age, gender, religious beliefs, sexual orientation or race.

This Code of Conduct must be read in conjunction with the church's safeguarding and other policies.