



Diocese of Westminster

Lourdes Pilgrimage

## Code of Conduct for Adult Leaders and Volunteers

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### Introduction

Adult Leaders and Volunteers are committed to being positive role models, demonstrating high standards of behaviour, spiritual faith and building the confidence of vulnerable adults, and children that they are working with.

This code of conduct outlines the expected behaviour and responsibilities for caring for vulnerable adults and children. Please remember that this code is not exhaustive, and you should always consult with professionals, and follow relevant professional code of conduct, laws and guidelines.

Regardless of the venue or location, including when travelling to another country, the Safeguarding policies and procedures for The Diocese of Westminster, the Catholic Safeguarding Standards Agency will be followed, if abuse occurs in the UK or another country the legal processes in that country will also apply.

### Leaders and helpers are expected to:

#### Promoting Wellbeing

- Ensure the safety of all vulnerable adults and children, by ensuring group sessions are safely planned and effectively supervised;
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect;
- Discourage and stop rough or dangerous play, bullying, inappropriate language or other inappropriate behaviour;
- Treat all vulnerable adults and children fairly and not show favouritism;
- Be positive, approachable and offer praise to promote the objectives of the group always;
- Listen sensitively and use clear and respectful language, adapting your communication style to their abilities and ensuring they understand the information being shared.
- Respond to concerns and allegations promptly and appropriately in line with national and Diocesan procedures;



## Reporting and Disclosure

- Report any concerns or suspicions of abuse, neglect, or mistreatment of vulnerable adults or children to the Designated Safeguarding Lead, Bernadette Herbert, following established protocols.
- Cooperate fully with investigations and provide accurate information as required.

## Safety

Prioritise the safety of vulnerable adults and children above all else, taking necessary precautions to prevent accidents, injuries, or harm.

- Follow established procedures and guidelines for safeguarding, moving and handling, medication administration, and any specific care tasks, seeking guidance when unsure.
- Administer first aid in the presence of others, and without removing their clothing, unless necessary;

## Promote Autonomy, Respect and Dignity

- Ensure the rights and responsibilities of vulnerable adults and children are enforced; recognising their individuality, preferences, and cultural background
- Promote the full participation and involvement of all children and young people, recognising and addressing the additional needs of some children and young people e.g. disability or with specific needs;
- Constructively challenge all discrimination, treating all with respect, dignity, and kindness, irrespective of their age, gender, race, religion, or disability.
- Do not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs or sexual identity;
- Respect, promote and support the right of vulnerable adults and children to make their own choices and decisions, provided this does not threaten the rights, safety and legitimate interests of others;
- Encourage vulnerable adults and children to point out behaviours or attitudes that they do not like;
- Ensure that sanctions do not humiliate or harm a vulnerable adult or child

## Privacy and Confidentiality

- Maintain strict confidentiality about the personal and medical information of children and adults, except when sharing it is essential for their safety, to ensure the best possible care or is required by law.
- Respect their right to privacy and ensure that personal conversations or information are not disclosed to others without proper consent.

## Professionalism, Boundaries, Relationships and Power

- Attend all available training offered
- Maintain appropriate boundaries with other leaders, volunteers, vulnerable adults and children, avoiding any behaviour that could be misconstrued or make them uncomfortable.



- Refrain from engaging in personal relationships beyond the scope of your role, understanding the power dynamics involved.
- Do not abuse the position of trust for personal benefit e.g. financial gain, personal, intimate or sexual relationships
- Be conscious of the explicit and implicit power vested in the role of leader, or volunteer (explicit being no room for confusion or doubt, implicit being connected with)
- Acknowledge the limitations of time, experience, skill and competence – know where, when and how to ask for support when needed;
- Deal with differences of opinion with respect;
- Work to people's strengths and never bully, abuse, manipulate or denigrate.

## Personal Conduct

- Act always in accordance with the core values of the Catholic faith and ensure that their behaviour does not bring the church into disrepute;
- Provide an example you wish others to follow;
- Work in a way that is honest, reliable and transparent, never seeking to deceive or manipulate;
- Dress appropriately and maintain personal hygiene to ensure a clean and presentable appearance.
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviour;
- Refrain from smoking, vaping, consuming excessive amounts of alcohol, and consuming no alcohol whilst responsible for children or vulnerable adults or using illicit drugs;
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one's gaze to signal attraction, etc.) with vulnerable adults or children.

Any breaches of the Code of Conduct will be addressed by the group leader. More serious or persistent breaches may result in formal action being taken to address the concerns; this could include a referral to the Police or Statutory agencies.

**I have read and understood the Code of Conduct and agree to abide by it.**

Signature of Leader/Helper:	
Print name Leader/Helper:	
Date:	
Signature of Leader or Safeguarding Representative:	
Date	



**Catholic  
Safeguarding  
Standards  
Agency**

Building trust, delivering change.