

Code of Conduct for Volunteering in Parish Roles

Diocese of Westminster

REMOVE WHEN ADAPTED: This sample code of conduct provides a range of expectations that can be used in full or part. Additional expectations can also be added to create a tailor-made version for your setting.

Code of Conduct for Volunteers carrying out a role within the parish of **Insert the name of the Parish**

We are called upon to be exemplary models of moral behavior and spiritual faith.

ALL volunteers and helpers (including responsible adults aged 18+ years and responsible persons aged 16 and 17 years) are committed to being positive role models and building the confidence of the people, adults at risk, children and young people that they are working with.

Leaders of groups and activities that manage the volunteers and helpers that support delivery in the parish must:

- Conduct themselves at all times when acting as a volunteer manager with integrity and honesty.
- Respect the dignity of volunteers, respecting their choice to volunteer and their choice not to, or to cease, volunteering.
- Not exploit any relationship with a volunteer for personal benefit or gain.
- Strive to uphold good practice in the operational and safeguarding standards
- Refer any conduct matters to the Parish Priest.
- Refer any safeguarding matters or concerns to the Parish Safeguarding Representative
- Provide any volunteers/helpers with an induction into their role including how to keep themselves and others safe.
- Lead on the risk assessment for delivery and encourage contributions and review from the Parish Priest, Parish Safeguarding Representative and Volunteers. Note any additional factors such as home visits, sickness, contingency planning
- Adhere to all applicable laws and regulations relating to volunteer management.

Volunteer is Leading an Activity (Please tick) If yes, agree statement, initial and date	YES	I have read and understood the Leaders Code of Conduct and agree to abide by it.			
	N/A	Initials of Leader:		Date:	

Promote Wellbeing

- Ensure the safety of all by ensuring group sessions/visits/events are safely planned and effectively supervised;
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect;
- Treat all participants, volunteers and church personnel fairly and not show favoritism;
- Be positive, approachable and offer praise to promote the objectives of the group always;
- Listen sensitively and encourage communication between adults and children or young people;
- Respond to concerns and allegations promptly and appropriately in line with national procedures;
- Discourage bullying, inappropriate language or other inappropriate behavior; and if working with children stop rough or dangerous play,

Promote Autonomy & Dignity

- Ensure the rights and responsibilities of children young people and adults are enforced;
- Promote the full participation and involvement of all, recognizing and addressing the additional needs of some children, young people or adults e.g. disability;
- Constructively challenge all discrimination and encourage participants 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 participants to make their own choices and decisions, provided this does not threaten the rights, safety and legitimate interests of others;
- Respect the right to personal privacy;
- Encourage participants to take responsibility for their own self-care as far as possible e.g. assistance with eating, toileting and dressing;
- Respect and listen to the opinions of participants
- Encourage participants to take responsibility for their own conduct and point out behaviors or attitudes that they do not like and raise them with those running the event/activity.
- Administer first aid in the presence of others and without removing the clothing of a participant unless necessary;
- Ensure that sanctions do not humiliate or harm a child of young person;

Boundaries and Power

- Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, helpers, adults at risk, children and young people;
- Not abuse the position of trust for personal benefit e.g. financial gain, sexual gratification;
- Be conscious of explicit and implicit power vested in the role of group leader, supervisor of adult helper;
- Acknowledge the limitations of time, experience, skill and competence – know where and how to ask for support when needed;
- Deal with differences in 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 behavior 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;
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behavior;
- Refrain from smoking, vaping, consuming alcohol or using drugs;
- Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect the adult’s role;
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one’s gaze to signal attraction, etc.) with adults at risk, children, young people, young helpers or adults for whom you have a supervisory or supportive role.

Any breaches of the Code of Conduct will be addressed by the Parish Priest and may be referred to the Safeguarding Service if appropriate. More serious or persistent breaches may result in formal action being taken to address the concerns. All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using the national safeguarding policy and procedures in relation to the management of allegations and concerns.

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

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