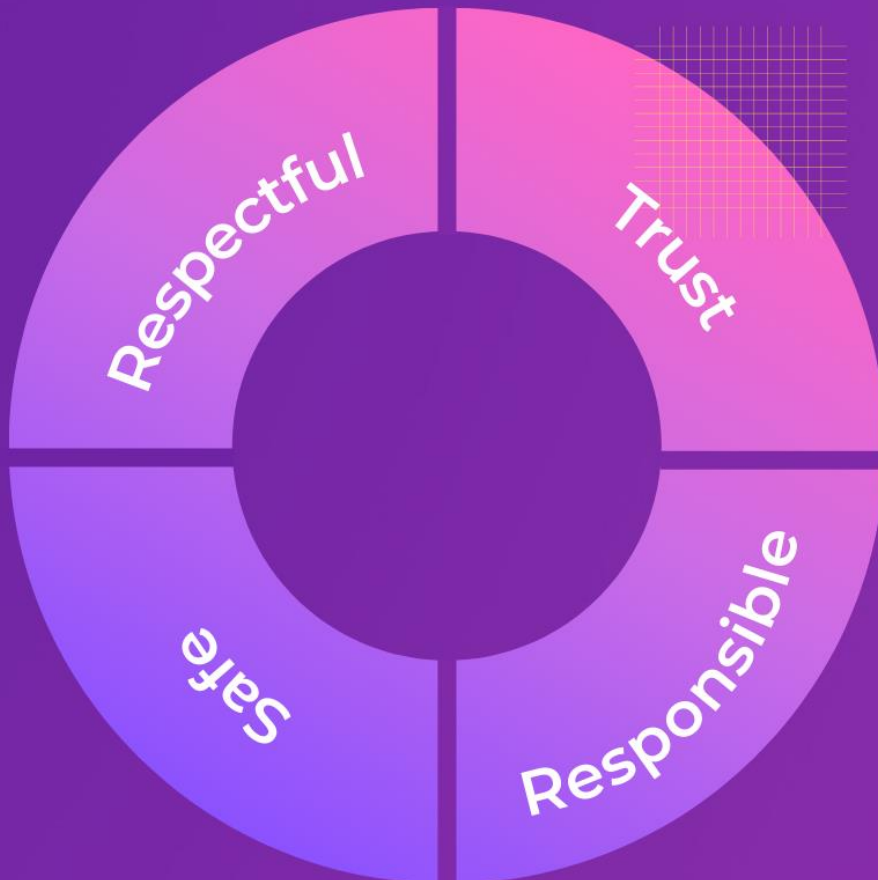




Hamilton Baptist Church

# Code of Conduct

Keeping our congregation, volunteers and staff safe through best practice guidelines.



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# 1. Purpose

Hamilton Baptist Church's behaviour code for working with children, young people, and adults at risk of harm.

This behaviour code outlines the conduct expected of all staff and volunteers of Hamilton Baptist Church.

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

# 2. The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Hamilton Baptist Church. You will be seen as a role model and must act appropriately.

# 3. Good practice

We've split good practice into 4 key areas.

**Code of conduct**  
Keeping our church, volunteers and staff safe through best practice guidelines.  
You can help us by following these 4 key areas.

The infographic features a central circular diagram divided into four quadrants, each representing a key area of good practice: **Respectful** (top-left), **Trust** (top-right), **Responsible** (bottom-right), and **Safe** (bottom-left). The background is a dark purple with decorative elements like a grid pattern and wavy lines.

**Respectful**

- Treat everyone with dignity, respect, and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Listen carefully to those you are supporting

**Responsible**

- Work in a responsible, transparent, and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Avoid any behaviour that is or could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse, or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations where possible

**Safe**

- Do not allow yourself to be left alone with a child at any time – always ensuring the presence of another volunteer or member of staff over 16
- Do not engage in any individual direct messaging on any forum with a child (individual under 16) at any time
- If working with children, ensure they are returned to their designated parent or caregiver in a safe and secure manner
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-officer

**Trustworthy**

- Don't make any promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

## 4. Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Hamilton Baptist Church’s social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances whilst working with children, young people, or adults at risk
- Favouritism/exclusion – all people should be equally supported and encouraged

## 5. Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager or leadership team will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave your role with Hamilton Baptist Church. We may also make a referral to statutory agencies such as the Police and/or the local authority children’s or adult’s social care departments or Disclosure Scotland (PVG scheme). If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

## 6. Declaration

**This policy was agreed by the leadership and will be reviewed annually on:**

**Signed by:**

**Position:**

**Date:**

