



**CODE OF CONDUCT**  
**and**  
**RESPONDING TO DISCLOSURE**

**Safeguarding of  
Children, Young People,  
Vulnerable Adults  
& other Participants**

*It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children, young people and adults at risk*

## **YOU MUST...**

- Treat everybody with respect
- Always be an example of good conduct that you would wish others to follow.
- Ensure that there is more than one person present during your activities with children, young people and adults at risk, and that you are within sight or hearing of others. All sensible precautions should be taken to ensure everyone's safety.
- Respect the right to personal privacy.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that even caring physical contact may be misinterpreted.
- Operate within this Code of Good Conduct and the procedures specified here.

## **YOU MUST NOT...**

- Render yourself unfit for "duty as a helper" through the consumption of alcohol or the lack of sleep.
- Have inappropriate physical or verbal contact with others.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive / derogatory remarks or gestures.
- Jump to conclusions about others.
- Exaggerate or trivialise abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the Church to protect you.
- Believe 'it could never happen to me'.
- Take a chance when common sense, policy and practice suggest another more prudent approach.
- Ignore the Safeguarding Guidelines and Procedures operating within the organisation.

## WHAT TO DO...

*If anyone discloses to you abuse by someone else:*

- Allow him or her to speak without interruption, accepting what is said, but *do not* investigate or ask questions.
- Advise the person that you must pass on the information.
- Report the matter to the Event Organiser or to the Safeguarding Representative (contact details below).

*If you suspect a participant is being abused, emotionally, physically or sexually:*

- Report the matter to the Event Organiser or to the Safeguarding Representative (contact details below).

*If you receive an allegation about any participant or about yourself:*

- Immediately tell the Event Organiser or the Safeguarding Representative (contact details below).
- Try to ensure that no one is placed in a position that could cause further compromise.

### **In all cases:**

- The listener must **record the conversation** as soon as possible. The record should reflect the conversation as accurately as possible, using the person's own words. The record should be signed and dated, noting the time and location at which it took place. The names of anyone else present should be included.
- **Report facts** to the Safeguarding Representative (contact details below).
- You must **refer**, you **must not investigate**. **Do not contact** the subject of the allegation.
- **Do not promise confidentiality**, as any information received may have to be acted upon by other authorities.

Contact Details for the Worth Abbey Safeguarding Representative:

**Fr Mark Barrett 01342 710340**