



1.2 & 1.4 : Code of Behaviour and safe practice

It is important for all Servite personnel to:

- Treat all children and vulnerable adults with respect, dignity and courtesy
- Model positive, appropriate behaviour
- Be aware of the Church's child protection and child safeguarding policy
- Challenge and report abusive and potentially abusive behaviour
- Develop a culture of openness, honesty and safety
- Develop a culture where children have permission to tell and to talk about any concerns or worries that they may have
- Respect each child's boundaries and support them to develop their own understanding and sense of their rights
- Be aware of their responsibility for the safety of all in their care
- Work in open environments, visible to others: avoid staying in the same room or travelling alone with a minor or vulnerable adult
- Help children or vulnerable adults to know what they can do if they have a problem
- Adhere to the Use of Technology policy (1.9) and ensure that permission of the parent/guardian is received when taking photographs or making videos or other recordings of children in the course of ministry
- Treat all equally: avoid the use of the pastoral role to foster relationships of dependence and subservience or over-familiarity
- Unless there are at least two adults present, avoid permitting children, young people or vulnerable adults to work or remain on in the chapel, community house or property

Servite personnel must never:

- Hit or otherwise physically assault or abuse children
- Develop sexual relationships with children or behave in a way that is sexually provocative
- Develop relationships with children that could in any way be deemed exploitative or abusive
- Act in any way that may be abusive or may place a child at risk of abuse
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive
- Do things for a child of a personal nature that they can do themselves
- Condone or participate in behaviour that is illegal, unsafe or abusive
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade
- Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views
- Consume alcohol, tobacco or illegal drugs while having responsibility for children/young people or vulnerable adults

In general, it is inappropriate to:

- Take children away or to rooms or workplaces, especially where they will be alone with you
- Involve children in one-to-one contact; activities should usually be supervised by at least two adults. However, there may be two circumstances where this may occur:
 - I. In a **reactive** situation, for example when a young person requests a one-to-one meeting with you without warning, or where a young

person has had to be removed from a group as part of a code of behaviour

- II. As part of a planned structured piece of work (for example one-to-one music tuition)

Safe practices (visibility to others etc.) must be followed if either of these situations occurs. (See over for details)

The following safe practices must be followed:

1. Reactive situations

- If you need to talk to a young person alone, try to do so in an open environment, in view of others
- If this is not possible, try to meet in rooms with visual access, or with the door open, or in a room/area where other people are nearby. You should advise another adult that **such a meeting is taking place and the reason for it. A written record** (including names, signed, dated, giving times, location and stating the reason for such an exceptional one-to-one meeting and the outcome) **should immediately be made and given to the local prior as Safeguarding Representative who will store it safely and securely**
- Avoid meetings with individual children where they are on their own in a building
- One-to-one meetings should take place at an appropriate time, e.g. not late at night, and in an appropriate venue