

St John the Baptist Church, Needham Market

Code of Conduct for Employees and Volunteers

For the purposes of this document the term '*Leaders*' refers to all employees and volunteers working for the church of St John's, Needham Market in any official capacity. '*Participants*' refers to any person taking part in activities, services and other events held under the auspices of St John's, Needham Market.

St John's Church has a code of conduct, which leaders are expected to uphold. This code should be adhered to in conjunction with all other Church policies. Leaders are responsible for ensuring that their conduct is maintained at all times.

Towards Participants

- Leaders must respect the Christian faith, and be mindful of individual opinions and beliefs within this.
- Leaders must promote the interests and independence of all participants. They must ensure their behaviour does not harm themselves or other people.
- Leaders must protect the rights of participants.
- Leaders must strive to establish and maintain the trust and confidence of participants.
- Leaders must be accountable for the quality of their work within the church.
- Leaders must not socialise with young people outside church projects, unless agreed by the Vicar.
- Leaders must not drink alcohol or take illegal drugs when working for the church, or come on duty under the influence of either alcohol or illegal drugs. Smoking on the premises is not permitted.
- Leaders must not bring any form of offensive weapon onto the premises.
- Leaders must have no sexual/ romantic relationships, or sexual/ romantic contact with young people.
- Leaders must not bring pornographic material onto the premises or access pornographic sites whilst on duty.
- Leaders must be aware of the appropriateness of physical contact with participants i.e. not being too affectionate (hugging, kissing etc). If in doubt, be cautious, and please ask the Vicar or Curate for guidance.
- Leaders must not physically, emotionally or verbally abuse or threaten to abuse participants, and must be aware that teasing or any sexual innuendo can be abusive to people.
- Leaders MUST report any concerns, or anything they see or hear about from any source that may constitute abuse of a participant.

Towards Other Leaders

- Leaders must respect the Christian faith, and be mindful of individual opinions and beliefs within this.
- Leaders must treat all other leaders with respect and dignity.
- Leaders must follow all policies and procedures.
- Leaders must not physically, emotionally or verbally abuse or threaten to abuse participants, and must be aware that teasing or any sexual innuendo can be abusive to people.
- Leaders should dress appropriately for work.

