



Guidance for Children's Workers

Code of Conduct, Dealing with Challenging Behaviour and Involving Parents and Carers

Code of Conduct

Workers should be sensitive to the risks involved in participating in contact sports or other activities

While physical contact is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned.

Workers should never physically punish or be in any way verbally abusive to a child, nor should they even tell jokes of a sexual nature in the presence of children.

Workers should be sensitive to the possibility of developing favouritism, or becoming over involved or spending a great deal of time with any one child.

Children should be encouraged to report cases of bullying to either the Designated Liaison Person, or a worker of their choice. Complaints must be brought to the attention of the Children's Work Leader and Children's Work Manager.

Everyone involved in the organisation should respect the personal space, safety and privacy of individuals.

Workers should avoid being alone with a child – there should be at least two adults present.

Workers should not give lifts in their cars to individual young people, especially for long journeys.

Discipline & Dealing with Challenging Behaviours

Training will be provided for Children's Work Volunteers on dealing with challenging behaviour. Workers should refer to the code of behaviour and speak to the Children's Work Leader and Children's Work Manager if they have any issues.

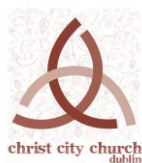
The Children's Work Leader and Manager will involve the child's parent(s)/carer(s) in any discipline issues.

Involving Parents & Carers

Parents/carers have the primary responsibility for looking after their children, and know more than anyone else about their children's personalities, lives, their likes and dislikes, and anything that is special or unique about them. The best way of making sure that children's needs are met is by working as much as possible with those who look after them at home.

Parents/carers are asked to sign in their children when they arrive at the Sunday gathering. We also:

- Encourage them to talk to workers about the activities and their child's participation, especially when they are new to the Church
- Strongly encourage them to become a Children's Work Volunteer if possible, and to get involved in the life of the Church
- Encourage and consider their comments and suggestions
- Respect the parent/carer's right to confidentiality
- Introduce them to new workers
- Inform them of any incident or injury that happens to their children
- Make sure they are aware of the church's policies, including this set of safeguarding policies and procedures
- Deal with their complaints through a proper complaints procedure



Document History

Version	Author(s)	Date Revised	Comments/Changes
1.0	Caroline Anderson	22/09/2015	Original draft; transferred to new template