



Morpeth Parish  
St James the Great + St Mary the Virgin + St Aidan

**Morpeth Parish supports wholeheartedly TOWARDS A SAFER CHURCH**

## **Code of Conduct for Volunteers**

The Parish of Morpeth recognises the value and importance of the work of all volunteers who assist in the running of the work of the Church in this parish. Volunteers are formally appointed by the Parochial Church Council (PCC) and/or Rector (Rev. Simon White).

This Code of Conduct aims to assist volunteers to work more effectively and enable them to deal with potential problems. Every volunteer should feel able to seek support from a peer volunteer (please refer to specific job description(s) attached) and also the ***Parish Safeguarding Officer, known as the PSO (Debbie Bass-Pickin tel. no. 07983936626) or the Rector (Rev. Simon White tel. no. 517716).*** These contact details should be kept with you at all times during the course of your voluntary work.

**These guidelines are for the benefit of both volunteers and for the individuals they are working with.**

All those who are working or volunteering on behalf of this parish **should**:

- Treat all individuals with respect and dignity. Respect their right to personal privacy and their personal space.
- Be familiar with the House of Bishops guidelines "Towards a Safer Church", the Diocesan Handbook and how to access up-to-date safeguarding information available on line at:  
[www.newcastle.anglican.org/safeguarding/](http://www.newcastle.anglican.org/safeguarding/)
- Work within the guidelines of the policies and procedures of this parish which are available electronically on the parish website [www.parishofmorpeth.org.uk](http://www.parishofmorpeth.org.uk) or as hard copy from the parish office (please also refer to specific job description(s) attached).
- If requested to do so, depending on the nature of the voluntary work, complete a Confidential Declaration Guidance and Privacy Notice and give names of two people who can support your voluntary position(s)
- If requested to do so, depending on the nature of the voluntary work, seek clearance from the Disclosure and Barring Service (DBS) and attend Safeguarding Training every 5 years (or more frequently if necessary).

- Aim to work with or within sight of at least one other adult when dealing with children, young people or vulnerable adults and be mindful of your body language/position being aware that your actions may be misinterpreted.
- Report any concerns you may have, regarding possible abuse or inappropriate behaviour whether of or on the part of a child, young person or adult (including a fellow volunteer) immediately to the Rector and/or PSO as mentioned above.

*\*You may wish to keep your own brief note of when, to whom and how your concern was notified but please be aware that any notes are extremely confidential and, ideally, should be paper based i.e. not electronic.*

#### **Should not:**

- Work alone but, if you do, must always adhere to the Lone Working Policy of this parish.
- Deal with any problems or concerns without prior consultation with the Rector and/or the PSO.

## **DIGNITY AT WORK**

### **POLICY AND PROCEDURES 2024/25**

The Parish of Morpeth adopts the DIGNITY AT WORK POLICY AND PROCEDURES Preventing Bullying and Harassment in the Diocese of Newcastle.

We are all less than perfect and in all human communities, including the church, occasions can sometimes arise where people, for a variety of reasons and sometimes unknowingly, use behaviour that is unacceptable.

Recognising that issues can sometimes arise, does not undermine or debase the value of the community; it simply acknowledges our human frailty and is a first step in tackling and reducing problems.

#### **STATEMENT OF COMMITMENT**

‘The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying - however rare - will not be tolerated in the Diocese. All complaints of abuse, harassment and bullying will be taken seriously and thoroughly investigated.’

House of Bishops 2001

This Code of Conduct and Dignity at Work Policy and Procedures is reviewed annually and adopted by the PCC.

Signed .....

Position.....

Date.....

I have read the Job Description(s) attached for my volunteer roles within the parish:

I agree to abide by the above Code of Conduct and Dignity at Work Policy and Procedures.

Signed.....

Print Name.....

Date.....