

# Code of Conduct

**We have developed a code of conduct for all leaders, children, young people and families involved in KidZone, Ignite and FUSE at Forest Town Church.**

## Purpose

We are so delighted that you are joining KidZone, Ignite and FUSE at Forest Town Church. These are our ministries for all children and young people. We hope you will find a sense of belonging and purpose as you join with us in all that God has for us together.

Our mission statement as a Children's and Youth Ministry is 'Know, Grow & Go'. We believe God wants us to **know** that we are deeply loved by Him and to find His purpose in our lives. We encourage each other by building positive relationships and becoming a part of the Church community. We want to collectively **grow** in the values that matter- love, generosity, unity, forgiveness, respect, courage, honesty, responsibility...to name a few. We want to grow to look like Jesus in everything we do. We aim to equip ourselves to **go** out into our daily lives, discovering all God intends for us to be and sharing the good news of Jesus through the way we live and the things we do and say.

## Our Values

KidZone, Ignite and Fuse are part of a bigger community- Forest Town Church. We believe it is so important to have values that define us as a whole church as we learn to live in a culture of grace. This means choosing to think and behave in a way that honours God and others. Here is a brief description of what each one means to us:

**Unity-** choosing to believe the best of others and speaking well of each other especially in a person's absence. Unity comes when we can talk about our differences with kindness and without accusation.

**Forgiveness-** forgiving those that hurt us can be hard sometimes but holding on can be even more damaging to ourselves and those around us. Jesus taught us to forgive others the same way He has forgiven us. We want to be a community that chooses to forgive each other.

**Servant- heartedness-** Jesus showed us a different way to live when He said that He came to serve and not be served. In our groups, we want to be those who look out for others and where helping each other is never too much trouble.

**Authenticity-** being real with each other creates a safe place where we can help each other grow and support one another when times are tough. It's about being the same person in public, online and in private. Having integrity but also being willing to learn from others.

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**Honour & Respect-** Honour is something you choose to give to someone because you see their worth before God. We want to cherish and respect each other's reputation as if it was our own. We appreciate each other and show it in the way we treat one another.

**Generosity-** thinking about how kind God has been to us and choosing to do the same for others. Sharing our lives, gifts and talents in a way that can bless others and help build our church.

**Courage-** It takes amazing courage to step out of our comfort zones and to take risks. We want to hear God speak to us and to respond, knowing He is faithful. We can do great things because God is able!

## Behaviour Code

We have created a code of behaviour to make sure everyone (leaders, children and young people) who takes part in any KidZone, Ignite or FUSE events at Forest Town Church knows what is expected of them and feels safe, respected and valued. We want to build trust and confidence in each other; protect children and young people from abuse and inappropriate behaviour from those in positions of trust and to reduce the risk of unfounded allegations of abuse being made.

We encourage each other to display appropriate behaviour at all times. We have put together some guidelines to help us live out our values in the way we behave at all our activities and events. This includes behaviour that takes place outside our organisation and behaviour that takes place online:

- be supportive and kind to others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to Ministry Leaders (Rachel Kuguwe and Ed Chan) about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

## We will all make an effort to not:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

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This code of behaviour is part of our process for making sure everyone who takes part in our activities gets to join in and enjoy them.

## What happens if my behaviour is unhelpful?

I understand that if I behave in a way that doesn't follow the behaviour code, leaders will remind me about it and ask me to change my behaviour. This will give me the chance to think and to plan how I could behave differently, with support from KidZone, Ignite and Fuse leaders.

## What happens if my behaviour is more serious?

I understand that if I continue not to follow the code of behaviour after my first reminder, or if my behaviour is more serious, I will be given a formal warning by the person running the activity. They will make a record about what happened and inform my parents or carers if it is appropriate. They will also talk with me about what happened and agree what support I might need to help me to improve my behaviour in the future. My leaders might also decide that I might not be able to take part in some activities. If my behaviour is putting others at risk, I understand my parents may be asked to collect me.

If the support put in place isn't helping me to change my behaviour, I understand I might need to sit down with my parents or carers and leaders to discuss next steps.

## Declaration

I confirm that I have read the Code of Conduct for KidZone, Ignite and Fuse at Forest Town Church. I agree to abide by the expectations outlined in the Behaviour Code and understand what happens should I choose to not follow it.

Name:

Signature:

Date:

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## The role of workers (staff and volunteers)

When working with children and young people, leaders (staff and volunteers) are acting in a position of trust for Forest Town Church and have a duty of care towards the children and young people they work with. They are likely to be seen as a role model by young people and are expected to act appropriately. We expect people who help lead in our Children's and Youth Ministries to display appropriate behaviour at all times. This includes behaviour that takes place outside of Forest Town Church and behaviour that takes place online.

## Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Provide a safe environment for children and young people- ensuring equipment is used safely and for its intended purpose
- Work in a responsible, transparent and accountable way
- Be prepared to challenge all inappropriate behaviour and report any breaches of the behaviour code to Ministry Leaders (Rachel Kuguwe & Ed Chan)
- Report all concerns about abusive behaviour to the Safeguarding coordinator (Rachel Kuguwe), following our safeguarding and child protection procedures - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment - avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding coordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

## Unacceptable behaviour

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- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Forest Town Church's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion - all people should be equally supported and encouraged

## Breaching the Code of Conduct

If you have behaved inappropriately you will need to follow our safeguarding procedures overseen by our Elders and Trustees. The procedure is intended to be positive rather than punitive. Where possible, informal or formal counselling or other good management practice will also be used to resolve matters prior to any disciplinary action being taken.

We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS if necessary. If you become aware of a breach of this code, you should report your concerns to the safeguarding coordinator or Ministry Leader.

## Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: