Code of conduct for working with adults

This code describes the standards of conduct expected of all those working with adults, including adults at risk (p3 provides definitions of 'adults at risk'). It sets out general principles for good practice but cannot cover every type of activity or situation. Further details on specific issues can be found in Good Practice 6 and the accompanying resources.

Training, policies and procedures
- Attend all necessary training which helps to support you in your role
- Have a good awareness of, and comply with, URC policies, procedures and guidance
- Refresh all necessary safeguarding training at least every three years
- Be aware of different types of abuse and the key signs and symptoms of abuse
- Be familiar with your church safeguarding policy and know who to raise concerns with.

Promote the privacy, dignity, rights and wellbeing of people
- Always protect the rights of people and treat them with dignity, respect and compassion
- Ensure that an adult at risk is not treated, without justification, any less favourably than other people would be treated in a comparable situation
- Put people's needs, views and wishes first and ensure they participate as fully as possible in decisions being made, helping them control and choose the help they receive
- Always gain consent before providing help and support. You must respect a person's right to refuse if they can do so, but also report any concerns if you feel that someone does not have the capacity to consent
- Promote people's independence, while helping them maintain existing family and social contacts
- For home visits, follow the guidance in Good Practice 6.

Uphold and promote equality, diversity and inclusion
Treat all adults equally and inclusively and do not discriminate on grounds of age, gender reassignment, ethnicity, race, religion/belief, cultural background, sexual orientation or disability.

Effective communication
- Make efforts to assist and facilitate communication, using whatever method is appropriate to the needs of the individual
- Always explain and discuss any help and support you are offering with the person
- Communicate respectfully with people in an open, accurate, effective and straightforward way
- Maintain clear and accurate records of any help and support the church provides.

Respect people's right to confidentiality
- Treat all information about people you are working with, and their family or carers where applicable, as confidential
- Only discuss or disclose information in accordance with legislation and URC policy, and seek advice from your Church Safeguarding Officer about information sharing.

Online engagement
- Ensure you are familiar with your church online safety policy
- Apply the principles of respect, inclusion, clear communication and confidentiality to online work as you would with in-person interaction
- When engaging online with adults at risk, additional care should be taken, for example:
  - Ensure another adult is present, either with you or the other person
  - Use a work or church account rather than a personal one.

Physical contact/touch
- Physical contact should be appropriate to the situation and the age, gender, culture of the other person
- Physical contact should be in response to the needs of the other person, not the wishes of the worker.

Financial matters
- Do not accept offers of loans, gifts or benefits from anyone you are supporting or anyone close to them (unless to do so would cause serious offence, in which case it should be declared to someone at church, eg treasurer or elder)
- Report any concerns about adults who might be subject to financial abuse to the Church Safeguarding Coordinator.

Challenging inappropriate behaviour
- Challenge and report dangerous, abusive, discriminatory or exploitative behaviour
- Tell your leader/supervisor or person in charge of safeguarding if you are concerned that another worker is acting outside of this code of conduct.

Feedback and complaints
- Share any feedback received with your leader/supervisor/colleagues to promote learning and continued development of good practice
- Refer any complaints to your leaders/supervisor/elders as appropriate.

I agree to abide by the above code of conduct while working with adults, including adults at risk.

On behalf of Love's Farm Church:

Name of worker:

Signed: Date:

Adults at risk

Safeguarding adults at risk means protecting an adult's right to live in safety, free from abuse and neglect.

There is specific legislation for England, Wales and Scotland which reflects common themes.

Key principles:
- Adults are empowered and have a voice
- Prevention and early intervention are important
- Adults are supported with an interest in their wellbeing
- Working in partnership is encouraged.

Defining 'adults at risk'

In England, the Care Act 2014 states that safeguarding duties apply to an adult who:
- has care and support needs (whether or not the adult is being provided any services from the local authority or other statutory body to meet their needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

In Wales, s126(1) of the Social Services and Well-being (Wales) Act 2014 defines an adult at risk as an adult who:
- is experiencing or is at risk of abuse or neglect;
- has needs for care and support (whether or not the authority is meeting any of those needs); and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

In Scotland, The Adult Support and Protection Act (Scotland) 2007 defines an adult at risk as a person aged 16 or over who:
- is unable to safeguard their own wellbeing, property, rights or other interests;
- is at risk of harm; and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.