Sample Code of Conduct for Leaders and Helpers

This sample code of conduct provides a range of expectations that can be used in full or part. Additional expectations can also be added to create a tailor-made version for your setting.

Code of Conduct for Leaders and Helpers

We are called upon to be exemplary models of moral behavior and spiritual faith.

Insert the name of the Group Leaders and helpers (including responsible adults aged 18+ years and responsible persons aged 16 and 17 years) are committed to being positive role models and building the confidence of children and young people that they are working with.

Leaders and helpers are expected to:

Promote Wellbeing

- Ensure the safety of all children and young people by ensuring group sessions are safely planned and effectively supervised;
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect;
- Discourage and stop rough or dangerous play, bullying, inappropriate language or other inappropriate behavior;
- Treat all children and young people fairly and not show favoritism;
- Be positive, approachable and offer praise to promote the objectives of the group always;
- Listen sensitively and encourage communication between adults and children or young people;
- Respond to concerns and allegations promptly and appropriately in line with national procedures;

Promote Autonomy & Dignity

- Ensure the rights and responsibilities of children and young people are enforced;
- Promote the full participation and involvement of all children and young people, recognizing and addressing the additional needs of some children and young people e.g. disability;
- Constructively challenge all discrimination and encourage children and young people to not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs or sexual identity;
- Respect, promote and support the right of children and young people

to make their own choices and decisions, provided this does not threaten the rights, safety and legitimate interests of others;
- Respect the right of children and young people to personal privacy;
- Encourage children and young people to take responsibility for their own self-care as far as possible e.g. assistance with toileting and dressing;
- Respect and listen to the opinions of children and young people
- Encourage children and young people to point out behaviors or attitudes that they do not like;
- Encourage children and young people to take responsibility for their own conduct;
- Ensure that sanctions do not humiliate or harm a child of young person;
- Administer first aid in the presence of others and without removing the clothing of a child or young person unless necessary;

Boundaries and Power

- Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, helpers, children and young people;
- Not abuse the position of trust for personal benefit e.g. financial gain, sexual gratification;
- Be conscious of explicit and implicit power vested in the role of group leader, supervisor of adult helper;
- Acknowledge the limitations of time, experience, skill and competence – know where and how to ask for support when needed;
- Deal with differences in opinion with respect;
- Work to people's strengths, and never bully, abuse, manipulate or denigrate.

Personal Conduct

- Act always in accordance with the core values of the Catholic faith and ensure that their behavior does not bring the church into disrepute;
- Provide an example you wish others to follow;
- Work in a way that is honest, reliable and transparent, never seeking to deceive or manipulate;
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behavior;
- Refrain from smoking, vaping, consuming alcohol or using drugs;
- Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect the adult's role;
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one's gaze to signal attraction, etc.) with children, young people, young helpers or adults for whom you have a supervisory or supportive role.

Any breaches of the Code of Conduct will be addressed by the group leader. More serious or persistent breaches may result in formal action being taken to address the concerns. All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using the national safeguarding policy and procedures in relation to the management of allegations and concerns.

I have read and understood the Code of Conduct and agree to abide by it.

Signature of Leader/Helper:	
Print name Leader/Helper:	
Date:	
Signature of Leader or Safeguarding Representative:	
Date	