

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

CODE OF CONDUCT

Preamble

The trustees recognise the enormous contribution made by volunteers and the contractual and additional voluntary work undertaken by employees.

This policy applies both to employees and volunteers. Employees will also be subject to a contract of employment, whereas volunteers will not.

Where the word "staff" is used in this document, it should be taken to cover both employees and volunteers.

Introduction

We believe that the behaviour and conduct of all employees and volunteers should be of a high ethical and moral standard that brings glory and honour to God.

We believe that every person has been made in the image of God and as such should be treated with dignity and respect. Our desire is to inspire, encourage and build one-another up in our efforts to glorify God in our work.

This Code of Conduct has been created to lay out clear guidelines about the behaviours that are expected by the church and behaviours that will NOT be condoned. It does not provide specific guidance for every individual situation that may arise in the Church, or at Church events, and is not intended to be exhaustive. Instead, it aims to advise church staff in making informed decisions about appropriate behaviours.

We value the social, physical, mental and interpersonal wellbeing of people of all ages and ethnicities, including those with disabilities and those who are vulnerable. We encourage transparent, accountable relationships that promote trust and confidence in the work of the Church and in the Church itself.

We commit ourselves to the following in all areas of our lives:

1. To seek to carry out our roles in a way that glorifies God and honours his Church, acting in accordance with biblical principles and instructions.
2. To treat everyone with care, kindness, honesty, love and respect regardless of their age, race, ethnicity, gender, sexuality, position or religious beliefs.
3. To seek to uphold the values of KLCF in all we do.
4. To seek to further the vision of KLCF.
5. To seek to abide by this and all other KLCF policies and procedures, in particular:
 - the Safeguarding policy
 - the Whistleblowing policy
 - the IT policy
 - the IT Acceptable Use policy
 - the Health & Safety policy
 - the Complaints policy

In our roles as employees or volunteers we will...

1. Act with integrity and transparency in all financial matters, being able to give an account for all monies handled by us on behalf of others.
2. Be truthful and honest with each other in our opinions, ideas, concerns and reflections, communicating genuinely and openly with one another.
3. Be thorough and diligent in our work when providing each other with information and resources to fulfil our roles and be aware of the expectations that others have of us.
4. Encourage and support each other, members of the Church and those attending Church events.
5. Make every effort to biblically pursue reconciliation and resolution in instances of conflict or division.
6. Seek assistance where disagreements or grievances occur, and a resolution is not forthcoming.

Issues pertaining to criminal actions, allegations of abuse, serious misconduct, bullying or sexual misconduct will be dealt with in accordance with the relevant policy or contract of employment and referred to the appropriate authorities where necessary.

Harassment and Bullying

We will actively promote a safe environment that is free from abuse of any nature. This includes unwelcome conduct whether verbal or physical, intentional or unintentional, that makes a person feel offended, belittled or threatened. This can be because of race, gender, ethnicity, age, disability, handicap or other reason. It may be an isolated event or a series of incidents over time. It can include:

- Unwelcome physical contact
- Unjustified or unnecessary comments about a person's attributes or abilities
- Gestures or language that could give offence, including shouting
- Display of offensive materials
- Requests for sexual or other favours used as a condition of employment or to affect other decisions, such as promotion or compensation.
- Exclusion from a group or activity, intimidation or extortion.

Interactions with Minors

When interacting with minors (people under the age of 18) we promote trustworthy and honest relationships between minors and adults.

1. Church personnel must never physically discipline a minor.
2. Adequate staffing will be provided, and sensible precautions will be taken to ensure church personnel avoid working alone with a minor.
3. Church personnel must not drive alone with a minor.
4. Church personnel must never send inappropriate electronic communications or content to a minor. All contact with a minor shall be church-related and will never be hidden from parents or others.
5. Appropriate boundaries will be established and respected. Inappropriate contact between a minor and church personnel will never take place. Church personnel will not engage in any sexual or inappropriate physical touch with a minor. Secret interaction with a minor is never appropriate.
6. Church personnel will never supply a minor with alcohol, drugs, illegal substances, tobacco products, vapes, pornography or other inappropriate material.

Acceptable use of IT

Staff should ensure that all use of IT is consistent with the IT policy and the IT Acceptable Use policy. This applies to equipment, systems and services whether provided by the Church or by the employee or volunteer themselves.

Pastoring, counselling, offering guidance or spiritual direction

1. Those pastoring, counselling, offering guidance or spiritual direction will be confidential, respectful and seek to progress the welfare of the individual.
2. They will be aware of their competencies and will not act beyond them. Instead, they will advise the person they are counselling to seek further professional assistance.
3. They will take full responsibility for maintaining clear and appropriate boundaries in their relationships.
4. Before meeting with an individual, the person pastoring will take time to evaluate the appropriateness of entering into a long-term guidance relationship with someone, particularly if they already have a pre-existing relationship with the individual.
5. Physical contact should be respectful and consistent with the aims to make a suitable, safe and appropriate environment for counselling.
6. The person providing pastoring, counselling, guidance or spiritual direction will, as soon as possible, explain the nature of confidentiality and its limitations with each person. Information gained through the course of sessions with adults shall be confidential except for compelling reasons or those required by law. However, information may be shared with other appropriate people with the agreement of the person being counselled.
7. If there is clear or imminent danger, those providing guidance, counselling and direction shall disclose the information necessary to protect others and to prevent harm.
8. Suspected abuse or neglect must be reported to the relevant authorities.

Sexual Conduct

1. Church personnel must not exploit the trust placed in them for sexual gain or intimacy.
2. Church personnel, because they are in positions of power or authority, must be particularly careful to avoid sexual misconduct, including possession of or distribution of pornography. Church personnel should avoid even the appearance of sexual misconduct.
3. Church personnel should report to a supervisor or (if appropriate) to the required legal authorities any sexual conduct contrary to this policy.

Upholding this Code of Conduct

All employees and volunteers are expected to report any breaches of this Code of Conduct to a Trustee or member of the Leadership Team.

Employees who breach this Code of Conduct may be subject to disciplinary action in accordance with their Contract of Employment.

Code of Conduct agreement for employees and volunteers

I confirm that I have read and understood the most recent Code of Conduct policy and that I will seek to abide by it, and other relevant policies.

Name: _____

Signature: _____

Date: _____

Please return this signed agreement to the Office Manager.