# MARSHFIELD BENEFICE

## Good Practice Guidance Working with Adults

*1. Guidance Context*
*2. Code of Conduct*
*3. Arrangements for activities involving adults*

### 1. Guidance Context

This guidance must be followed by all staff and volunteers working for the Church of St Mary the Virgin, Marshfield. There are additional guidelines for clergy contained within 'Guidelines for the Professional Conduct of Clergy' 2015.

This guidance is provided for all staff and volunteers to enable them to have an understanding of the behaviours and standards expected in relation to work with adults and the provision of activities within the Church.

The guidance contained within this document is based on 'Promoting a Safer Church 2006'

### 2. Code of Conduct

Everyone involved in work with adults within the Church of St Mary the Virgin, Marshfield should:

- Ensure that they are aware of the relevant policies: e.g. safeguarding, lone working and that those policies are followed alongside the good practice guidance.
- Treat all adults with dignity and respect, avoiding any language or actions which may be perceived as threatening, harassment, bullying.
- Exercise care when ministering to persons with whom they have a close personal friendship or family relationship. Ask for another person to provide this pastoral care where appropriate.
- Be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Ensure that if they exercise a healing ministry that they have been trained in the theology and non-intrusive practice of that work
- Recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
- Avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Not assist with physical needs, washing and toileting.
- Recognise that pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- Not undertake any pastoral ministry while under the influence of drink or non-prescribed drugs.

- Be aware of own language and body language. For example, innuendoes or compliments of a sexual nature are always inappropriate.
- Consider the appropriateness of initiating or receiving any physical contact, for example a hug may not be welcome.
- Where visiting a person at home be careful to:
  - Go only when and where invited, and do not follow them into e.g.kitchen or bedroom
  - Visit in pairs, but recognising this is not always possible for pastoral and practical reasons ensure that appropriate risk assessments are completed before visiting alone.
  - Avoid entering private areas such as bedrooms if possible.
  - Only assist with tasks that are an agreed part of the role
  - Do not administer any drugs, or take food gifts that may interfere with medication
  - If confined to bed, then knock on door before entering (even if open) and sit on a chair and not the bed, leaving the door open
  - Do not accept personal gifts of money. If they wish to donate it should be done in an official way through the church
  - If you do any shopping this will need an agreed system. E.g. check with family, carer, keep a separate purse, receipts etc.
  - Record visits in a notebook or similar
- Not seek personal financial gain from their position beyond any salary or recognised allowances.
- Any gifts received should be disclosed to another e.g. a colleague, Churchwarden, Incumbent, relevant activity leader where it should be decided whether they could be accepted.
- Care should be taken not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.

## 3. Arrangements for activities involving adults

All activities provided for adults by The Church of St Mary the Virgin, Marshfield are the responsibility ultimately of the PCC.

The PCC requires that all activities are therefore safely and appropriately managed. Every activity must have the following and it is the responsibility of the activity leader to ensure this happens:

- Have a risk assessment- reviewed annually or following an incident
- Pay due consideration to the access needs of all involved
- Have access to First Aid kit, accident book and appropriately qualified first aiders where meeting at Church.
- Ensure that there is a clear fire evacuation procedure from the premises
- Ensure that leaders have access to a phone and hold emergency numbers
- Complete a log in the accident book for any accident
- Use staff that have been safely recruited where a group or activity is specifically for vulnerable adults and or where regulated activity will occur.
- Ensure that the space used for the group is:
  - Adequately heated or cooled
  - Big enough for the activity and number of people attending

  - Is safe and that any broken furniture or fittings are reported and not causing a health and safety risk
- Ensure that where adults are visited in their own homes that:
  - The adult and their visitor are clear of the purpose of the visits, the duration, frequency and boundaries to the relationship
  - That risk assessments are completed and due consideration made to lone working requirements
  - That the adult has the opportunity to have a friend or relative with them when visits occur if they choose
- Ensure that where visits are made to hospitals of care home settings that:
  - Staff and volunteers follow the sign in / out procedures for the setting and observe agreed timings of visits (and whether appropriate to the person being visited) and agreed purpose
  - That you are aware of what areas are open to visitors
  - Staff and volunteers do not interfere with provided care and that advice is sought from the adult or setting staff if it is not clear what the visitor should/ should not do.
  - That any concerns about care are reported to the setting manager and reported as a safeguarding concern if appropriate.

**This policy will be reviewed on an annual basis, or in accordance with any changes to employment legislation within that time**

**Policy reviewed by all PCCs in Marshfield Benefice**

**on date: Autumn 2026**

**Signed by Linda Lamb (Parish Safeguarding Officer)**

**Date for Review: September 2027**