



Responding to Breaches of a Code of Conduct

Breaches by Clergy and Church Workers

Any breaches of the Code as set out in *Faithfulness in Service* or the *Code of Good Conduct* should be dealt with as stipulated in *Faithfulness in Service* (pp13-14).

*If you know or have reason to believe that another member of the clergy or another church worker has failed to meet a standard of this Code, other than for **child abuse**... you should:*

- *Where you believe that a person has not suffered harm or is not at the risk of harm, approach the member of the clergy or church worker and identify the concern; or*
- *Where you believe a person has suffered harm or is at the risk of harm, report this to the church authority having responsibility for the member of the clergy or church worker or the Director of Professional Standards.*

If in doubt seek advice from a colleague or supervisor or the Director of Professional Standards without identifying the member of the clergy or church worker.

If you know or have reason to believe that another member of the clergy or another church worker has not followed a guideline of this Code, you should approach the member of the clergy or the church worker and identify the concern. If you consider that the member of the clergy or the church worker is persisting in disregarding the guideline without good reason and a person as suffered harm or is at the risk of harm, you should seriously consider reporting this to the church authority with responsibility for the member of the clergy or church worker or the Director of Professional Standards. If in doubt seek advice from a colleague or supervisor or the Director of Professional Standards without identifying the member of the clergy or church worker.

Breaches by Adults Not Acting in an Official Capacity

If an adult not performing an official role, such as a parishioner, breaches the General Code of Conduct, the matter should be raised sensitively, reminding them of the Code and why it is important, and giving them a chance to explain. For serious or repeated breaches counselling should be offered to the person who has breached the Code and anyone who has been affected by it.

Breaches by Children

For minor, one-off offences the child should be reminded of the Code of Conduct area breached and given a chance to explain and/or apologise as appropriate.

For more serious or repeated breaches the *Faithfulness in Service* (pp.28-29) guidelines should be followed.

Clergy and leaders should ensure that a disciplinary strategy is developed, made known and implemented.

Disciplining Children -

When a child's behaviour requires correction, either for the safety and welfare of themselves or the group, it is important that:

- *A warning precedes any discipline, where the situation permits;*
- *The discipline is explained to the child;*
- *The child is given an opportunity to explain;*
- *The discipline is appropriate to the occasion and age of the child;*
- *The form of discipline is not corporal punishment, does not ridicule or humiliate, or is not otherwise abusive;*
- *Very young children are not isolated as a form of discipline;*
- *Physical restraint is only used to protect children from harm or to avoid an accident;*
- *When physical restraint is used, a record is kept that identifies the restraint used, the member of the clergy or church worker and child involved and any witnesses, and sets out the incident's circumstances;*
- *The child's parents or guardians are informed of the circumstances of the incident and discipline; and*
- *You make a record of the circumstances of the incident and discipline.*