



TRANSFORMING ESSEX SAFEGUARDING POLICY- UPDATED JAN 24

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SECTION 1 ORGANISATIONAL DETAILS

Name of Organisation:	Transforming Essex
Registered Address:	MH2, 40 Clements Green Ln, South Woodham Ferrers, Chelmsford CM3 5JP
Email address:	hello@transformingessex.org
Transforming Essex Safeguarding Co-ordinator:	Chrissy Burgess
Mobile No:	07455 700279
Deputy Safeguarding Co-ordinator:	Vicky Wright
Mobile No:	07477 661884
Charity Number:	To follow...
Insurance Company:	

Transforming Essex, we are a family of believers pursuing God's heart to transform Essex in all sections of society. The aim is for Christians throughout Essex coming together committed to creating relationships of respect, honour and love among themselves and the wider community to partner with God's heart to see every part of Essex transformed by the genius of his creative Word and love. A family of lovers of Jesus committed to seeing Jesus' kingdom coming in fuller and fuller measure across Essex.

This family values the contribution every Christian in Essex can play in bringing Godly transformation to every aspect of their life, including church leaders, intercessors, and 'kingdom influencers' (Christians God has placed in the community committed to seeing their sphere of influence impacted by the values and ways of Jesus' kingdom) equipping you to change your county.

Our commitment

As Trustees and leadership, we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour,

sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As Trustees we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten 'Safe and Secure' safeguarding standards published by Thirtyone:eight (formerly the Churches' Child Protection Advisory Service (CCPAS)).

The Trustees and wider Transforming Essex Leadership undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for workers and volunteers and will regularly review the operational guidelines attached.
- Ensure that all premises used meet the requirements of the Equality Act 2010 and all other relevant legislation, and are welcoming and inclusive.
- Support the Safeguarding Designated Officer(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- The Trustees and Leadership of TE agree not to allow the document to be copied by other organisations.

SECTION 2 UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in Transforming Essex we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

DEFINITIONS OF ABUSE

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

SIGNS AND SYMPTOMS OF ABUSE

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

Injuries not consistent with the explanation given for them

Injuries that occur in places not normally exposed to falls, rough games, etc

Injuries that have not received medical attention

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains

Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*

Cuts/scratches/substance abuse*

Sexual

Any allegations made concerning sexual abuse

Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour

Age-inappropriate sexual activity through words, play or drawing

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

Eating disorders - anorexia, bulimia*

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.

Depression, aggression, extreme anxiety.

Nervousness, frozen watchfulness

Obsessions or phobias

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated

illnesses,

Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

HOW TO RESPOND TO SOMEONE WISHING TO DISCLOSE ABUSE

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

See also: In Focus Effective Listening and How to respond to a child wishing to disclose abuse from Thirtyone:eight website or in appendix

Safeguarding awareness

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers and volunteers who engage in activities involving children, young people and/or adults with care and support needs will receive appropriate recognised safeguarding training on a regular basis, either through Transforming Essex or in partnership with other Churches and Organisations (where appropriate). The Trustees will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Safeguarding Designated Officer: Chrissy Burgess

Deputy officer: Vicky Wright.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Designated Officer (or their deputy) nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- If the suspicions in any way involve the Safeguarding Designated Officer, then the report should be made to the Trustees.
- The safeguarding report should be made in the first instance to the Thirtyone: eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0303 003 1111. A 24 hour helpline is available for advice, but where the situation is an emergency, the police should be contacted.
- Where the concern is about a child the Safeguarding Designated Officer should contact the appropriate Children's Social Services dept. Where the concern is regarding an adult in need of protection contact Adult Social Care or take advice from Thirtyone: eight.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Designated Officer, the absence of the Safeguarding Designated Officer or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone: eight.
- The Trustees will support the Safeguarding Designated Officer/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone: eight, although the Trustees hope that workers and volunteers will use this procedure. If, however, the individual with the concern feels that the Safeguarding Designated Officer/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Designated Officer(s) as to the appropriateness of a referral they are free to contact

an outside agency direct. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Designated Officer/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Please be aware of the safeguarding arrangements in your specific county, borough or unitary authority.

Essex: children - [ESCB - Home](#) adults [Essex Safeguarding Adults Board - Home \(essexsab.org.uk\)](#)

Thurrock: children [Thurrock Local Safeguarding Children Partnership - lscp \(thurrocklscp.org.uk\)](#) adults [Thurrock SafeGuarding Adults \(thurrocksab.org.uk\)](#)

Southend: children and adults [Safeguarding Southend Partnership | Safeguarding Southend Adults and Children Partnership](#)

Havering: children [About Us - Havering Safeguarding Children Partnership \(safeguardinghavering.org.uk\)](#) adults [Home - Havering Safeguarding Adults Board \(safeguardinghavering.org.uk\)](#)

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Designated Officer/Deputy will:

- Contact Children's Social Services department for the appropriate county, borough or unitary authority (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted the Children's Social Services department.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact the appropriate Children's Social Services department direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to the appropriate Children's Social Services department.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Designated Officer/Deputy will:

- Contact the Children's Social Services department duty Social Worker or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact the Children's Social Services department Thirtyone:eight will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF ABUSE OR HARM INCLUDING: PHYSICAL, SEXUAL, ORGANISATIONAL, FINANCIAL, DISCRIMINATORY, NEGLECT, FORCED MARRIAGE, MODERN SLAVERY, DOMESTIC ABUSE

If there is a concern about any of the above, the Safeguarding Designated Officer/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Designated Officer, in accordance with Local Safeguarding Children Partnership procedures will need to liaise with the appropriate Children's Social Services department in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

SECTION 4 PREVENTION

Safe recruitment

This section refers to all posts/roles that have been identified as those working/volunteering with 'children, young people or adults with care and support needs', i.e. in areas such as **Power-Up, Transforming Essex Youth** etc.

In addition to those specifically defined as 'children, young people or adults with care and support needs workers' there are areas of ministry and roles that we have identified as specifically requiring more in-depth level of safeguarding knowledge, training and expertise:

- Strategic Team
- Round Table Facilitators (where appropriate)
- Trustees
- Safeguarding Team (Officer and Deputy)

The Trustees will ensure all workers and volunteers (as above) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes, where appropriate, ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed, where appropriate (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As Trustees and Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers (as above) have been issued with a code of

conduct towards children, young people and adults with care and support needs. The Trustees undertake to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. See Appendix 2.

Supporting those affected by abuse

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with Transforming Essex.

Pastoral care, in the first instance, will be organised by the Trustees team. A Local Counselling agency will be contacted where appropriate. Practical help for the individual concerned will be provided wherever possible through local partner churches.

Working with offenders

When someone attending a Transforming Essex event is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Trustees will ensure the individual concerned is supervised and pastoral care offered. In its safeguarding commitment to the protection of children and adults with care and support needs, boundaries will be set for that person which they will be expected to keep. The Trustees will work closely with the Guidelines set out in Standard 9: Managing Those Who Pose a Risk.

They will produce a Code of Behaviour and contract with the individual concerned. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future. The contract will give details of both the boundaries we expect the individual to keep and the support we will offer them. The Trustees will also ensure that contact is made and maintained with the outside agencies involved with the individual.

SECTION 6 PRACTICE GUIDELINES

As a family of believers pursuing God's heart to transform Essex working with children, young people and adults with support and care needs we wish to operate and promote good working practice. This will enable us to run events and activities safely, develop good relationships and minimise the risk of false accusation.

Data held by Transforming Essex follows the Data Protection Policy. All data is stored appropriately and workers and volunteers are aware of the Data Protection Policy. A register of attendance is kept, where appropriate.

Adult volunteer workers for these events have DBS enhanced disclosures where appropriate and follow the guidelines set out in 'Working Safely' guidance. They attend, when possible, appropriate training. We work closely with the parents of children with special needs to ensure their child's specific needs are met.

The safety of buildings and food and drink hygiene are the responsibility of the host building and their Health & Safety policies and procedures.

We ensure that a First Aider is available, where appropriate, during our events and activities and will be covered by the host building policies and procedures.

We make sure that the ratio of adult to child follows the guidelines suggested in 'Working safely'.

Accidents are recorded in an Incident Log and kept according to our Data Protection Policy/by our Health and Safety Coordinator.

Working in Partnership


The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

It is expected that the Safeguarding guidelines set out in this policy should also be followed when working with partner organisations.

Signed by:



Safeguarding Designated Officer

23rd January 2024

APPENDIX 1

TRUSTEES SAFEGUARDING STATEMENT

The following statement was agreed by the Trustees on the 23rd of January 2024.

Transforming Essex is committed to the safeguarding of children, young people and adults with care and support needs and ensuring their well-being.

Specifically:

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children, young people and adults with care and support needs and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers and volunteers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding Designated Officer/s in their work and in any action they may need to take in order to protect children, young people and adults with care and support needs.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult

Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child, young person or adult with support and care needs then speak to one of the following who have been approved as safeguarding Designated Officers for this place of worship/organisation.

Safeguarding Co-ordinator: Chrissy Burgess

Mobile No: 07455 700279

Deputy Safeguarding Co-ordinator: Vicky Wright

Mobile No: 07477 661884

A copy of the full policy and procedures is available from Transforming Essex's Administrator, Vicky Wright, by emailing hello@trasformingessex.org.

Signed on behalf of the Trustees

Signed *C. Burgess.*

23rd January 2024

APPENDIX 2

CODE OF CONDUCT FOR THOSE WORKING WITH YOUNG PEOPLE AND ADULTS WITH CARE AND SUPPORT NEEDS

INTRODUCTION

Transforming Essex is fully committed to ensuring that individuals are not discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity.

However, as a representative of Transforming Essex, you are required to ensure your conduct is in keeping with the organisation's Christian identity, beliefs, values and aims and abide by the organisation's policies and procedures. For employees, this includes the terms and conditions of your employment (as outlined in your employment contract) and for volunteers, this includes the expectations outlined in your volunteering agreement.

The aim of this Code of Conduct is to formalise the standards by which you need to behave in all circumstances. The Code applies to staff, trustees, committee members or advisers, volunteers, consultants and all those connected with the activities of Transforming Essex regardless of location. In representing Transforming Essex, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code.

The Code of Conduct is intended to provide direction for all Transforming Essex representatives to perform their duties and conduct their private life in a manner that avoids possible conflicts of interest with our values.

By following this Code of Conduct, it is intended that all representatives will contribute to strengthening the impact of the work of Transforming Essex and have a shared understanding of who we are and how we behave.

This Code of Conduct supports the achievement of Transforming Essex's vision, mission and values. It underpins the behaviours that are expected of our representatives to demonstrate their commitment to Transforming Essex's culture and ways of working. It is supported by Transforming Essex policies and procedures including Safeguarding and Data protection.

SCOPE

While this is principally an internal policy, we expect any representatives of Transforming Essex to act in accordance with the key principles contained within it.

The Code of Conduct has been written to reflect the organisation's fundamental beliefs and values (as outlined below), to support its mission to work with others in partnership to transform our county.

This Code of Conduct applies to all Transforming Essex representatives and must be signed by those directly appointed by Transforming Essex as either trustees, committee members or advisers, staff, volunteers or consultants.

DEFINITIONS

Child

A child is defined as anyone under 18 years old, irrespective of local definition.

Adults at risk

Sometimes also referred to as vulnerable adult, or an adult with care and support needs. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

OUR VALUES

Transforming Essex are a family of believers pursuing God's heart to transform Essex in all sections of society. The aim is for Christians throughout Essex coming together committed to creating relationships of respect, honour and love among themselves and the wider community to partner with God's heart to see every part of Essex transformed by the genius of his creative Word and love. A family of lovers of Jesus committed to seeing Jesus' kingdom coming in fuller and fuller measure across Essex.

This family values the contribution every Christian in Essex can play in bringing Godly transformation to every aspect of their life, including church leaders, intercessors, and 'kingdom influencers' (Christians God has placed in the community committed to seeing their sphere of influence impacted by the values and ways of Jesus' kingdom) equipping you to change your county.

All Transforming Essex representatives aspire to live out these values and behaviours in their internal and external work.

KEY RESPONSIBILITIES

Representatives of Transforming Essex **must not**:

- Hit or otherwise physically assault or physically abuse children, adults at risk or anyone else
- Develop physical/sexual relationships with children or adults at risk either in person or online
- Develop relationships with children or adults at risk, which could in any way be deemed exploitative or abusive either in person or online
- Place themselves in a position where they could be accused of sexually abusing a child, young person or adult at risk, i.e. holding or hugging a child, young person or adult at risk, or physically touching children, young persons or adults at risk in a way that could be considered abusive in ways described in this document
- Spend time alone with children or adults at risk either in person or online. You should always plan activities so that more than one person is present or, at least, other people are within sight and hearing. Wherever possible ensure that another adult is present to supervise the activity

- Take children or adults at risk alone in a vehicle, even on short journeys
- Act in ways that may be abusive or may place a child or adult at risk of abuse (using child labour for example)
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive either in person or online
- Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual favours
- Show favouritism to any individual for sexual favours in return.
- Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse either in person or online

CONDUCT STANDARDS (Definitions are contained at Section 1)

I WILL:

- 1. Be responsible for the use of information and resources to which I have access by reason of my association with Transforming Essex.**
- 2. Ensure the safety, health, welfare and wellbeing of all Transforming Essex representatives.**
- 3. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Transforming Essex's beliefs, values and aims.**
- 4. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of Transforming Essex and my work as a representative of the organisation.**
- 5. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of Transforming Essex.**
- 6. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work.**
- 7. I will actively identify and oppose all forms of racism.**

SELF-DECLARATION

I have an obligation to report if I have ever been dismissed or disciplined by a former employer or organisation I have been working or volunteering for, for a breach of their Code of Conduct or anything covered by Transforming Essex's Code of Conduct. Failure to do so will result in disciplinary action or, for a trustee, review by the Panel in accordance with section 9 below. Transforming Essex has a responsibility to protect the confidentiality of all involved in a complaint including complainants, survivors, witnesses and the Subject of a Complaint.

SIGNATURE

I have read carefully and understand Transforming Essex Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Transforming Essex's aims, values and beliefs. I am aware of and will adhere to the policies and procedures listed in the table on the covering sheet, that support the above Standards, and which are accessible on our intranet site.

Signature: _____

APPLICATION OF THE CODE OF CONDUCT

By following this Code of Conduct, it is intended that all representatives will contribute to strengthening the professionalism and impact of the work of Transforming Essex and have a shared understanding of who we are and how we behave.

The Code of Conduct forms part of the terms and conditions of employment or appointment as a volunteer or other representative.

1. All representatives will be given a copy of this Code of Conduct and be required to familiarise themselves with its requirement.
2. All trustees, committee members or advisers, staff, volunteers and consultants will be required to confirm this by signing their agreement to the Code of Conduct and by keeping a copy. A further copy of the signed agreement will be kept on the representative's personal file where relevant and an annual update through the online training is mandatory where appropriate.
3. Trustees have a responsibility not only to uphold the standards of conduct themselves but also to set an example to others.
4. In the recruitment and selection of representatives, all candidates selected are required to demonstrate the beliefs and values of Transforming Essex during the selection process.
5. Any representative who has concerns that a serious incident of any kind has occurred must raise these through the appropriate reporting channel. Examples of a "serious incident" may include a security incident, safeguarding, actual or suspected fraud or financial crime, or a data breach. Any concerns will be treated with urgency, consideration and discretion.
6. Volunteers and any other representatives who do not have access to Transforming Essex's internal systems must raise concerns through hello@transformingessex.org Transforming Essex's website [Home - Transforming Essex](#)
7. Any breaches to the requirements of this Code of Conduct by staff may result in disciplinary actions which could lead to dismissal and will be notified to future employers; similarly, volunteers may be removed from their roles.
8. A Panel comprising the Chair and two other trustees will consider any issues arising from the operation of this Code in respect of trustees, committee members or advisers including:
 - failure to sign the Code
 - any breaches of the requirements of the Code
 - any issues raised in accordance with section 4 of the Code regarding the compatibility of a trustee's other interests and activities with their responsibilities as a trustee of Transforming Essex

The Panel will, if necessary, consider whether a trustee should be asked to resign.

9. This Code of Conduct should be used by partners or representatives of Transforming Essex if they do not have a Code of Conduct that is at least equal to Transforming Essex standards.