

Youth with a Mission (YWAM) England

CODE OF CONDUCT

STATEMENT OF INTENT

As a staff member, volunteer, trustee or trainee with YWAM you are required to abide by the organisation's policies and procedures, and ensure your conduct is consistent with our values, purposes and beliefs. This promotes confidence to all coming into contact with YWAM England and her representatives.

SCOPE

This policy will apply to*:

Staff - Long & Short Term

Trainees

Volunteers

Interns

Trustees

All those representing YWAM England

*All of which will henceforth collectively be known as 'Staff'

ROLES AND RESPONSIBILITIES

Trustees

- Ensuring this policy and procedure is in place and implemented and regularly reviewed
- Ensuring resources are available for all aspects of a whistle blower and disciplinary process

Base Leadership Team

- Implementing this policy
- Reporting to their board (where appropriate)
- Undertake Disciplinary process (where appropriate)

Personnel/ Registrar/Admissions teams

- Ensuring continuous staff reviews
- Ensuring access to all policies
- Providing appropriate training / induction (in conjunction with Safeguarding DLS/DSO)

All

- Ensure staff read, sign and follow this Policy and adhere to relevant guidance and in-house material provided
- Attend training as and when required
- Report any concerns/issues as and when they arise

Code of Conduct

1. General Standards of Behaviour

Staff will:

- 1.1 Treat all others with dignity and respect, always using appropriate and respectful language and actions.
- 1.2 Show tolerance and respect for the rights of others including those with different faiths and beliefs.
- 1.3 Uphold and respect YWAMs foundational values.
- 1.4 Be aware of situations that may present risks (including risk assessments and manage these according to health and safety policy, including risk assessments.
- 1.5 Maintain high standards of attendance and report your absence appropriately.
- 1.6 Ensure that personal and professional conduct is in keeping with YWAM's purpose, beliefs, and values.
- 1.7 Respect and steward well all YWAM property and resources.

2. Safeguarding

All staff working with YWAM will familiarise themselves with and adhere to the safeguarding policy and procedures. They will undertake the training required for their roles and responsibilities. All staff have a duty to report inappropriate behaviour, concerns and allegations to their Designated Safeguarding Lead or National Safeguarding Advisory Team, police or local authorities.

In the following 'Vulnerable People' refers to minors (under 18 year olds and adults at risk as defined in the YWAM England Safeguarding Policy)

The following guidelines set clear expectations of behaviour which serve to reduce the possibilities of positions of trust being abused or misused, or false accusations being made.

All Staff will:

- 2.1 Observe proper relational and physical boundaries that are appropriate to their position.
- 2.2 Actively communicate with vulnerable people and involve them in planning and running activities where appropriate.
- 2.3 Avoid being alone (1:1) with vulnerable people and ensure two properly recruited adults are present.
- 2.4 Develop a culture where staff and vulnerable people feel comfortable to point out inappropriate attitudes and behaviours;
- 2.5 Never use illicit drugs, abuse prescription medication or alcohol when responsible for vulnerable people;
- 2.6 Keep physical contact specific to the needs of the activity and always seek permission from the person first;
- 2.7 Obtain consent from parents or carers for any photography/videos to be taken, shown or displayed including uploaded to any social media or to any device.
- 2.8 Obtain parents' consent before showing a movie/show/programme of any rating to a minor, but especially rated PG or above.
- 2.9 Obtain parents' consent before interacting with a minor on any form of Technology/Social media platform.
- 2.10 Obtain parents' consent before giving a ride/lift to a minor.
- 2.11 Never give lifts to vulnerable people on their own or allow other adults access to them unless approved by parents.
- 2.12 Never use rough play, sexually provocative words or games of any form as physical punishment.

- 2.13 Never scapegoat, ridicule or reject a child, group or adult or allow others to do so.
- 2.14 Avoid showing favouritism to any one child, group or adult or do anything to reinforce their possible unhealthy feelings towards you.
- 2.15 Never share sleeping accommodation with minors or invite them to your room or home without first consulting their parent/carer.
- 2.16 Clarify their own understanding of policies and procedures when unsure.
- 2.17 Will not abuse or exploit or engage in inappropriate and/or sexual behaviour with any members of affected communities regardless of age.

3. Acceptable use of YWAM assets

Staff will:

3.1 Ensure that they use YWAM information and resources entrusted to them in a responsible and cost-effective manner and account for all money and property according to your location procedures:

Resources and property include but are not limited to:

YWAM vehicles

Tools, machinery etc

All office equipment belonging to YWAM

Computers including the use of email, internet, and intranet

Information that is confidential or restricted (see GDPR Policy)

YWAM premises (including YWAM housing).

3.2 Appropriately use the YWAM name and logo.

3.3 Abide by YWAM's Data Protection Policy. (YWAM is committed to complying with privacy and data protection laws including the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). <https://ywamharpenden.org/privacy-notice/>

4. Health and Safety

Staff will:

4.1 Behave in such a way as to avoid any unnecessary risk to the safety, health, welfare and wellbeing of themselves and others.

4.2 Adhere to all legal and organisational health and safety requirements in force at the location of their work.

4.3 Undertake and act on appropriate risk assessments.

4.5 Not carry an illegal weapon on a YWAM premises nor jeopardise the safety of themselves or others by carrying such an illegal weapon when representing YWAM in England.

4.6 Comply with all security guidelines, including those of local offices\ministries.

5. Finance

Staff will:

5.1 Act with honesty and integrity in the raising of personal financial support and will respect all funding designations.

5.2 Not accept gifts or any remuneration from governments, beneficiaries, partners, donors, suppliers, and other persons, which have been offered to them as a result of their association with YWAM without clarifying the context of the gift.

5.3 Be accountable for the use of YWAM finances, purchases and money entrusted to them for ministry use.

6. Honesty and integrity

Staff will:

- 6.1 Be responsible for the use of information and resources to which they have access by reason of their commitment to or association with YWAM.
- 6.2 Ensure that their personal and professional conduct is, and is seen to be, of the highest standards and in keeping with YWAM's purpose, beliefs, and values.
- 6.3 Treat all people fairly and with respect and dignity and recognise the opinion of others.
- 6.4 Be accountable for their actions and will not use unequal power relationships for their own benefit.
- 6.5 Work with others in an open and participative way, co-operating both within and across teams to support the delivery of YWAM purposes beliefs and values.
- 6.6 Take responsibility for the quality and timeliness of their own work to contribute to achievement of YWAM purposes beliefs and values.
- 6.7 Seek to ensure that their personal conduct does not compromise YWAM's values and does not impact on, or undermine their ability to undertake their role.
- 6.8 Ensure that their relationships and behaviour are not exploitative, abusive, or corrupt in any way.
- 6.9 Notify their location if they are found guilty of any criminal charges during your staff commitment or volunteering.
- 6.10 Perform your duties and conduct your private life in a manner that avoids any conflicts of interest with the ministry and work of YWAM.
- 6.11 Communicate to their Leadership Team any intentions for relevant additional employment or consultancy work outside YWAM to ensure there is no conflict of interest, so that you remain within agreed limits with respect of working hours and visa requirements.
- 6.12 Consult with their location leadership team regarding any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the ministry/ work of YWAM or cause a conflict of interest – e.g., contract for goods/services, employment, or promotion within YWAM, partner organisations, civil authorities, beneficiary groups. This will be done by communicating any potential conflict of interest concerns to the location leaders. They will exempt themselves from any procurement or other situation where a conflict of interest may arise. If it comes to their knowledge that there is a conflict of interest with other representatives they will immediately notify the Location Leaders Team or Trustees as appropriate.
- 6.13 Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work/ministry of YWAM
- 6.14 Make it known to the relevant whistleblowing contact (see whistleblower policy) or the designated safeguarding lead/officer if they become aware of any form of illegal activity, relating to YWAM, its representatives or beneficiaries or where there is a safeguarding risk.
- 6.15 Will notify their YWAM Location leaders if they are found guilty of any criminal charges during their staff commitment or volunteering.
- 6.16 Communicate to their leadership team if they are nominated as a prospective candidate or another official role for any political party.

7. Staff will not:

- 7.1 Be under the influence of alcohol whilst working or volunteering for YWAM.
- 7.2 Use, or be in possession of, illegal substances at any time.
- 7.3 Say or do anything with malicious intent toward YWAM which may bring the charity into disrepute.
- 7.4 Give interviews or provide information to the media or social media platforms on YWAM's behalf unless they have been specifically authorised to do so by the base Leadership team in consultation with the Safeguarding team and trustees where necessary and depending on the circumstance.

- 7.5 Abuse their position as a YWAM representative by requesting any personal service or favour from others in return for any assistance by YWAM.
- 7.6 Use their position or contacts in YWAM or the YWAM name for un-ethical financial gain.
- 7.7 Enter into commercial sex transactions. For the purpose of this Code of Conduct, a transaction is classed as any exchange of money, goods, services, or favours with any other person. They will not exchange money, offers of employment, employment, goods or services for sex, sexual activity, or any forms of humiliating, degrading or exploitative behaviour.
- 7.8 Have sexual relations with anyone outside of a marriage context.

8. Social Media

By engaging with social media accounts consider staff will:

Be respectful. They will not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.

Be kind. They will treat others how would wish to be treated and assume the best in people. If they have a criticism or critique to make, they will consider not just *whether* they would say it in person, but the tone they would use.

Take responsibility. They are accountable for the things they do, say and write. Text and images shared can be public and permanent, even with privacy settings in place. If they are not sure, they won't post it.

Be a good ambassador. Personal and professional life can easily become blurred online so they will think before they post.

Disagree well. Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.

Credit others. They will acknowledge the work of others. They will respect copyright and always credit where it is due. They will be careful not to release sensitive or confidential information and always question the source of any content they are considering amplifying.

Follow the rules. They will abide by the terms and conditions of the various social media platforms themselves. If they see a comment that they believe breaks their policies, they will report it to the respective company.

Reporting Concerns

Should they wish to raise a concern about a staff member's conduct, where appropriate, they will first speak to the staff member involved should they feel able. Otherwise they can report their concerns to the Ministry/Location leader or Elders and for Safeguarding concerns the Designated Safeguarding Lead or National Safeguarding Advisory Team (safeguarding@ywamengland.org), Police or Local Authorities depending on the nature of the concern. For serious concerns they may follow the guidance set out in the Whistleblowing policy.

Declaration

I have read and understand the YWAM England Code of Conduct I hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support YWAM's purpose, beliefs and values.

Signature:

Date:

Role and location:

APPLICATION / IMPLEMENTATION OF THE CODE OF CONDUCT

The Code of Conduct forms part of the terms and conditions of staffing and volunteering for YWAM England.

All staff are required to follow this Code of Conduct which will be made available to them prior to acceptance (unless currently serving YWAM when updates will be made available as they occur). A copy of the signed agreement will be kept on the representative's personnel file and updated when necessary.

Any individual who has concerns about the behaviour of another staff person must raise these with the appropriate person first or through the following email addresses: safeguarding@ywamengland.org. Any concerns will be treated with urgency, consideration, and discretion.

Any breaches of the requirements of this Code of Conduct will be investigated by the relevant people and if necessary disciplinary procedures will be implemented according to the relevant policy.

LEGISLATION and supporting documents

YWAM England is fully committed to ensuring compliance with national legislation for Charities, statutory and other guidance i.e. relevant UN and International Standards and Commitments. When operating internationally, we expect all YWAM England representatives to respond in compliance with this Code of Conduct.

This Code of Conduct should be viewed in conjunction with:

Whistleblowing policy – <https://www.ywamsafeguarding.co.uk/policies>

Safeguarding policy – <https://www.ywamsafeguarding.co.uk/policies>

Disciplinary Procedure – <https://www.ywamsafeguarding.co.uk/policies>

Commitments made by YWAM - <https://ywam.org/for-ywamers/documents-for-ywamers/>

YWAMs Purpose, beliefs and foundational values - <https://ywam.org/about-us/values/>

GDPR Policy - <https://www.ywamengland.org/privacy-notice>