Agreed by the PCC: February 2026

Sawbridgeworth Parochial Church Council
Volunteer Code of Conduct

Firstly, a very big **THANK YOU** for volunteering to support our worship, nurturing, pastoral, outreach and fundraising activities. We could not deliver Christ's ministry and mission within our community without your commitment and hard work.

As a volunteer you must always:

1) Be a good role model with behaviour and an attitude that are in line with our values and policies.
2) Comply with all applicable UK laws and guidance.
3) Be responsible and accountable in the way you perform your role.
4) Be fair and treat everyone with respect and dignity in accordance with diversity and inclusion policies.
5) Respect confidentiality in line with our policies and guidance, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding concerns.
6) Communicate in an open and respectful way, whether in person, by phone, writing or digital media.
7) Be aware that safeguarding is the responsibility of everyone involved in the church, not just the incumbent, PCC and Parish Safeguarding Officer (PSO). All volunteers may come into contact with vulnerable adults, children and young people at some time when they are fulfilling their role.
8) Have regard to our policies and procedures, in particular our Safeguarding and Health & Safety policies and the Church of England Code of Safer Working Practice in everything you do. These are displayed in church on the Safeguarding Noticeboard.

If you work with children, young people or vulnerable adults, it is important that you:

- Work in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- Treat individuals with respect.
- Recognise and respect their abilities and potential for development.
- Promote their right to make their own decisions and choices, unless it is unsafe.
- Ensure their welfare and safety.
- Promote social justice, social responsibility and respect for others.

As a volunteer you must not act fraudulently or dishonestly, or do anything which brings, or is likely to bring, Great St Mary's or the Church of England into disrepute or have a negative impact on Great St Mary's or its reputation.

The PCC takes very seriously its obligations regarding safeguarding and health & safety. We expect you to do likewise.

Health & Safety

1. Advice and support are available from our Health & Safety Officer, Peter Clark and our First Aid Officer, Debbie Cubitt. Resources and training are available on request.
2. Please ensure, so far as is reasonably practicable, that activities are carried out safely and do not pose a risk to the health of any persons.
3. Immediately report any concerns to the Health & Safety Officer.
4. Please ensure you know the location of the nearest First Aid box and defibrillator, and record and report any accidents.

Safeguarding

1. Safeguarding means the action taken to promote a safer culture and environment. We all have a role to play. In particular, if you become aware of a safeguarding risk or actual abuse, please report it immediately to our Parish Safeguarding Officer (PSO) Jane Johnson or the incumbent (or a churchwarden if no vicar in post).
2. Some roles may require an Enhanced DBS check and you may be required to complete one or more modules of safeguarding training deemed applicable to your role by the Diocese of St Albans and/or the Church of England.
3. If you need training, advice or support, or have any concerns, please speak to Jane. You can also speak to the incumbent or, during a clergy vacancy, a churchwarden. Additional resources and training are available on request.