

Oasis Community Partnerships Code of Conduct

Staff/Volunteer Name.....

1.0 Purpose

As part of the Oasis family, OCP is committed to the Hub vision for community, where everyone is included and reaching their God given potential. OCP recognises that in our vision for community, staff and volunteers may have a professional role in a community that they are also part of personally. Therefore, this creates blurred boundaries between professional work time and personal lives. However, these are blurred boundaries that we believe should be embraced as we seek to bring transformation to the communities we serve.

That being said, there are professional expectation for all staff and volunteers within Oasis Hubs. Staff and volunteers often perform their duties to meet the needs of young and/or vulnerable people (from now on referred to as community members). Staff and volunteers must understand, therefore, that they have privileged access to community members. They have a professional role which brings with it ethical and practical responsibilities which they must respect and adhere to. This code of conduct seeks to outline these responsibilities, and the expectations upon all staff and volunteers to work within professional boundaries, recognising that a paper document cannot capture all eventualities. Beyond the scope of this document therefore, we expect all staff and volunteers to apply common sense, a high level of integrity, and prioritise the wellbeing of community members and the reputation of Oasis in their actions at all times, understanding that the work does not take place in order to meet the needs of staff and volunteers.

2.0 Oasis Ethos and 9 habits

As we seek to support communities to invest in their own formation so we as staff and volunteers need to do the same to enable us to be the best version of ourselves, drawing on the Oasis ethos and 9 habits. Oasis will provide opportunities for staff and volunteers to reflect on the ethos and 9 habits collectively, however it is expected for all to also reflect on them personally as well. Below is a summary of the ethos and 9 habits, please see the Oasis Zone for further reading.

2.1 Ethos statements

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. The ethos statements of Oasis are;

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships

- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

2.2 9 Habits

The 9 Habits are for everyone (staff, volunteers, community members, students) to help them intentionally develop their character to become the best version of themselves. The Oasis 9 Habits are an invitation to a way of life characterised by being;

- Considerate
- Compassionate
- Humble
- Joyful
- Honest
- Hopeful
- Self-controlled
- Patient
- Forgiving

3.0 Professional Ethics

- 3.1 All staff and volunteers are expected to give the highest possible standard of service to community members, commissioners and partner agencies.
- 3.2 Staff and volunteers are expected to follow the policies and procedures of Oasis Community Partnerships in the delivery of their work, and take part in any required training as directed by the line manager.
- 3.3 All staff and volunteers working with children and/or vulnerable adults in a regulated activity need to go through the appropriate recruitment process, including a DBS check.
- 3.4 Community members have a right to place trust in the relationship that they may develop with a member of staff or volunteer. In a professional relationship, there will always be an unequal power relationship between the worker and community member. Staff and volunteers must not abuse that balance of power in the relationship and must be very careful to establish and maintain clear boundaries. Staff and volunteers should therefore be mindful of the impact on this balance of power on any contact outside of the professional relationship.
- 3.5 Staff and volunteers should show wisdom when developing friendships with community members, and discuss any concerns with their line manager.
- 3.6 Staff and volunteers are responsible for ensuring that the satisfaction of their own emotional needs is not dependent upon their roles or relationships to/with community members.
- 3.7 Staff and volunteers should acknowledge that they may be seen as role models for community members and take responsibility for their language and behaviour in light of this.

- 3.8 Staff and volunteers must treat everyone with equal respect and not discriminate on the basis of any protected characteristic, which include age, sex, gender assignment, ethnicity, pregnancy, religious belief, disability, marital / civil partnership status, or sexual orientation. Staff and volunteers must not promote or use material which contravenes OCP's Policy on Equality and Diversity.
- 3.9 Staff and volunteers should treat with confidence personal information about employees or community members, whether obtained directly, indirectly or by inference. (However, there are certain situations where a commitment to confidentiality is overridden, namely where it is known that someone is at personal risk, there are safeguarding concerns or where the police demand information on a crime.)
- 3.10 Staff and volunteers must take into account the limitations of their own competence and make an appropriate referral to their Line Manger when necessary or feeling out of depth with an issue or person.
- 3.11 Staff and volunteers must take responsibility for their own emotional resilience and only use the appropriate forums to disclose issues they are facing. Those working directly with community members should be mindful that tensions with other staff members or difficulties within one's personal life are often more visible to community members than we anticipate, and are at risk of manipulation.
- 3.12 Staff and volunteers need to be mindful in their role when considering the giving and receiving of gifts, and must consult with their line manager. Gifts with a value over £25 should be recorded on the Hub Gift Register.
- 3.13 Staff and volunteers are expected to apply wisdom in what level of information they share regarding their background or lifestyle.

4.0 Boundaries

- 4.1 Staff and volunteers must always ensure that appropriate relationships are maintained, recognising that in their capacity they may be working with vulnerable community members.
- 4.2 Staff and volunteers must always behave in a professional manner. It is therefore inappropriate to participate in, or condone, behaviour exhibited by community members which is either illegal, unwise from a safety point of view, or which is discriminatory or oppressive to others.
- 4.3 Staff and volunteers must behave in a manner, which is respectful of the physical or emotional privacy of community members.
- 4.4 All Hub activities or trips should be organised with the prior knowledge of the Hub or Project Leader.
- 4.5 Exclusive Relationships. It is not uncommon for exclusive relationships to develop between colleagues. Whilst Oasis respects everybody's right to privacy in their

personal lives, it is important to recognise the challenges that exclusive relationships can bring in a workplace context. The following guidelines should be adhered to:

- 4.5.1 As and when an exclusive relationship develops, both parties should let their respective line manager know.
- 4.5.2 If either member of staff or volunteer is line managed/supervised by the other, this should be identified to a more senior manager.
- 4.5.3 Arrangements should be made that an alternative line manager be identified.

These guidelines are to protect both the individuals involved as well others in the workspace/ community.

5.0 General Professional Issues

- 5.1 Staff and volunteers should be considerate and respectful of colleagues in the presence of third parties.
- 5.2 Staff and volunteers must dress appropriately, considering the role that they have and the impact that their presentation may have on community members they are working with and the impression they are giving to other professionals.
- 5.3 Staff and volunteers who are charged with a civil or criminal offence during their time as an OCP employee or volunteer must disclose this to their Line Manager.

5.0 Having people in your own home

- 5.1 As part of some projects, staff and volunteers may carry out professional duties in their own home. In order to do this, they need to have completed the appropriate selection process and training.
- 5.2 Staff and volunteers are expected to use wisdom and follow the guidance of their line manager, particularly when working with vulnerable community members.
- 5.3 Staff and Volunteers should be aware of appropriate boundaries in the home, both in relation to their families and community members. When working in the home, it should never be just one adult one child.
- 5.4 'Safeguarding in the home' training, will be provided with respect to vulnerable children.
- 5.5 Staff and volunteers need to raise any concerns as soon as possible with their line manager. Staff and volunteers are responsible for ensuring that their home is a safe space, and that appropriate safety measures are taken in relation to transportation. A specific risk assessment should be completed for the purpose of using a home address.

6.0 Faith Expression and Personal Ethics

- 6.1 OCP is a Christian charity which seeks to demonstrate the love of God in practical ways and to see people's lives changed. Staff and volunteers must earn the right to share their faith with community members. We expect cultural and religious sensitivity to be applied

as appropriate to the relationship. Permission must be sought when inviting children to a religious gathering. It is inappropriate to force religious faith or spiritual viewpoints on community members or other OCP employees.

6.2 In the course of their work with community members, staff and volunteers may be confided in regarding situations that they hold a strong personal view on. It is not appropriate to share their personal views or allow their duty of care to be influenced by personal viewpoints.

6.3 Where your role involves chaplaincy or spiritual leadership, it is important to recognise that you are a role model in your community. Therefore, in roles with these responsibilities, the boundaries between work and personal lives are even more blurred. A key aspect of being a leader in this capacity is to be mutually accountable to each other and seek to be a good role model.

7.0 Obstruction

7.1 If staff or volunteers become aware that a community member has committed an offence, they must disclose this to their Line Manager / Project Manager. After due consideration the Manager may decide it is in the best interest of the community member, themselves and / or Oasis to share the information with the police. In line with our confidentiality policy, the relevant authority will always be made aware if we have information regarding an individual being at Risk of Harm.

7.3 Where Oasis believe a child or vulnerable person to be at risk of harm, they will disclose the information to the police / relevant authority.

7.4 Oasis staff and volunteers must not obstruct the process of an investigation. Obstruction involves a positively and actively obstructive act, such as the physical concealment of illegal drugs or of a person who possesses them, or helping such a person to escape the police, e.g. by creating a diversion or providing means of transport. Such action will be considered a disciplinary offence and may constitute a criminal act.

I confirm that I have read the Code of Conduct and agree to adhere to its content:

Signed by staff/volunteer member..... **Date**.....

Signed by Line Manager..... **Date**.....