

## Spinnaker Code of Conduct

We are a team of committed Christians from various denominations within the Christian community.

We support primary schools in the delivery of Christian collective worship, religious education, clubs and special events. It is our aim to serve each school we visit by working to the highest professional standards. We are open and honest about the aims and content of our work and about being a Christian organisation.

### Spinnaker team members are expected to:

- Report to a designated member of the Spinnaker staff.
- Attend induction training.
- Regularly attend Spinnaker training events.
- Receive evaluation and feedback from a designated member of Spinnaker staff
- Agree and sign the Spinnaker (EA) Basis of Faith (where the job role requires it), representing Spinnaker and conducting all activities within the spirit of the organisation and the Christian faith.
- Accept and act in accordance with the relevant Spinnaker policies and procedures (these can be found on the team website page: [www.spinnaker.org.uk/team](http://www.spinnaker.org.uk/team)).
- Be committed to and participate in the life of a local church community.
- Be committed to good stewardship of Spinnaker's resources and finances.
- If possible, give notice to Spinnaker of at least half a school term if planning to resign from volunteering. Paid staff will give the notice period stated in their contracts.

### Schoolswork

- Be reliable and arrive in good time for any preparation needed.
- Notify their Hub Leader or line manager of any problems that may arise.
- Respect confidentiality
- Have a non-judgemental and inclusive approach when communicating with children and affirm them and their responses.
- Try to avoid being left alone with a child/children.
- Ask for support when needed.
- Record school visits and maintain records in line with Spinnaker procedures.

## Safeguarding

- Have a current DBS check.
- Complete regular Safeguarding training and read Spinnaker's Safeguarding policy.
- Recognise that everyone who works with children has a responsibility for keeping them safe.
- Report any concerns to the school Designated Safeguarding Lead (DSL), or their Deputy, and to the Spinnaker Safeguarding Co-ordinator.

## Personal Conduct

- You will behave with integrity.
- Treat others with respect, dignity, courtesy, honesty and fairness and with proper regards for their rights, safety and welfare.
- Encourage positive work habits and behaviour and respect personal and professional workplace relationships and boundaries.
- Not engage in behaviour that may bring your own reputation or that of Spinnaker into disrepute.

## Miscellaneous

When agreed in advance, Spinnaker staff and volunteers can be reimbursed for reasonable, out-of-pocket expenses incurred while undertaking an activity for Spinnaker (refer to the Expenses Policy and complete an Expenses Claim Form).

All team members, both staff and volunteers, are insured against personal accident and public liability while undertaking an activity for Spinnaker (this does NOT include car insurance).

**All policies and procedures, including the Expenses Claim Form can be found on the team website page: [www.spinnaker.org.uk/team](http://www.spinnaker.org.uk/team).**

Signed ..... Date .....

Name in print .....

Last Updated:

September 2022  
October 2024