Code of Conduct

For CPAS Associated Persons

VERSION NO.	APPROVED BY	DATE	REVIEW
V1	SLT and Safeguarding Committee	March 2026	March 2027
V2	Director of Ops and Finance	October 2026	October 2027

1. Purpose of this code

As a Christian organisation that seeks to put the gospel at the heart of its work, CPAS believes that every individual is uniquely created by God and made in his image and likeness. As a result, CPAS is committed to creating a well-run, safe, constructive working environment in which all are treated with dignity and respect, and everyone is kept safe.

This code sets out CPAS' expected standards of behaviour for CPAS 'Associated Persons'.

A CPAS Associated Person is not an employee of CPAS but is someone who conducts ministry under the auspices of CPAS, including (but not limited to) trustees, volunteers, freelancers, visiting speakers and trainers, and other contributors. These will be referred to as 'associated persons' throughout this code.

CPAS may, at its discretion, amend this code at any time.

2. Roles and responsibilities

At CPAS

- senior managers have overall responsibility for the content of this code
- all associated persons are responsible for following this code
- the Director of Operations and Finance is responsible for reviewing this code once a year.

3. Our values

CPAS' four values are:

- Missionally Focused
- Graciously Engaged
- Boldly Innovative
- Courageously Hopeful

The way we aspire to live these out are set out below and expanded in detail in the Code of Conduct.

Missionally Focused

The founders of CPAS were inspired to 'take the gospel to everyone's door with a single eye to the glory of God.' We continue to serve the mission of Jesus in our fast-changing culture through a focus on equipping local churches and Christian residentials for contemporary mission.

Graciously Engaged

As an Anglican evangelical mission agency, we are committed to the historic Christian faith, revealed in Scripture and centred on the life-transforming gospel of Jesus Christ. We aim to use our opportunities for influence to foster this faith entrusted to the church and work graciously with all.

Boldly Innovative

CPAS has a track record of creating high-quality resources to support effective Christian leadership in local churches and on Christian residentials. We want to be agile in creating well-timed and innovative contributions which address the needs and opportunities which will face the church of the near future.

Courageously Hopeful

Because the same Spirit that raised Jesus from the dead is at work in the church today, we respond to challenges with honesty and with a confidence that is founded in our resurrection faith. We aim to be a non-anxious presence, enabling Christian leaders who encounter us to face their pressures with renewed hope and courage.

4. Personal conduct

CPAS expects that at all times, associated persons will:

Prioritise the safety and well-being of all people that we interact with in our work by

- Treating others with dignity and respect, giving priority to others' interests, rights, safety and welfare.
- Promoting relationships that are based on openness, honesty, trust and respect.
- Committing to humility and compassion, being supportive, forgiving, tolerant and servant hearted.
- Seeking to resolve personal conflict as far as possible and as long as it is safe to do so.
- Encouraging a generous culture of giving to each other of our time and expertise.
- Recognising the sacrificial generosity of our volunteers, donors and supporters which enables CPAS' work.
- Holding children and young people and their safeguarding at the heart of our work.
- Valuing and welcoming contributions from everyone about how we can work better and differently.
- Prioritising well-being and being attentive to the risks of burnout.
- Avoiding using any behaviour that could be perceived as threatening or abusive in any way. This includes bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact and inappropriate language or gestures). This also includes shouting, swearing and personal insults, or committing violent physical acts including door-slamming or throwing objects.
- Avoiding using any behaviour that is, or could be misinterpreted as, inappropriate. This includes, but is not limited to, behaviour that may lead to an inappropriate intimate relationship (emotional, physical or sexual) developing between, for instance, a volunteer with a senior/supervisory role and someone for whom they have oversight[1].
- Being prepared to challenge unacceptable behaviour or to be challenged, and to report any breaches of this Code of Conduct or any concerns without delay.
- Informing CPAS immediately if you become the subject of a criminal investigation, a social services investigation, a church or diocesan safeguarding investigation, or a church disciplinary process (e.g. CDM or similar):
    - For trustees, inform the CEO and Chair of Trustees
    - For volunteers, inform your Team leader, or Overall Leader if you are a holiday volunteer (Overall Leaders should inform the Safeguarding Officer as required and the CPAS Office).
    - For all others, inform your responsible Manager

Build trust through consistent and ethical behaviour

- Undertaking duties with all reasonable care and skill, in a responsible, safe and competent manner. Aspiring to excellence and quality in our work.
- Promoting and protecting the mission and aims of CPAS - acting with integrity, being truthful and trustworthy, reliable and dependable, avoiding any situations that would bring CPAS into disrepute.
- Communicating in an open, honest and respectful manner, learning how to listen well before speaking, and avoiding secretive communications or hidden agendas.
- Ensuring a respectful use of social media, complying with relevant policies or guidance.
- Taking responsibility for our own actions and decisions, acknowledging mistakes, making changes where needed, and making ourselves answerable to others.
- Declaring any personal interest which may conflict with the ability to fulfil duties fairly and impartially or which may be seen by others as such.
- Stewarding our resources well, being responsible in our use of CPAS' property, funds and assets.

Commit to confidentiality, compliance and the secure handling of information

- Acting professionally and adhering to expectations of confidentiality in all situations and interactions within and outside of CPAS.
- Respecting everyone's right to personal privacy and ensuring that any personal information is kept secure and not disclosed, in accordance with our Data Protection Policy.
- Complying with CPAS' Safeguarding policy and all other safeguarding processes and procedures related to your role, in all situations, reporting all disclosures, concerns, allegations, and suspicions to the person immediately responsible as outlined in the Safeguarding policy. The Safeguarding policy can be found on the CPAS website.
- Adhering to Health and Safety standards, ensuring any equipment is used safely and for its intended purpose, taking care not to damage property belonging to CPAS or others.
- Reporting any allegations or suspicions of financial abuse or fraud.
- Undertaking any necessary training and complying with all CPAS policies and procedures related to your role, for example the CPAS Holidays' handbooks.
- Always ensuring our own compliance with this Code of Conduct.

In addition to the code set out above, we expect that associated persons will follow all additional policies, processes and procedures related to their role.

5. Breaching the Code of Conduct

If an associated person breaches this Code of Conduct, this may result in challenge, review, and if necessary, termination of their volunteer arrangement, freelance contract or other agreement.

6. Reporting breaches of this code

If you consider that an employee, trustee, volunteer or freelancer has breached this code, you should report it without delay:

- For employees, report to their line manager
- For trustees, report to the CEO
- For volunteers, report to one of their Team leaders
- For freelancers report to the responsible Manager

If you are unable to report the breach to the relevant role holder outlined above (e.g. because they are implicated) or if you are worried that the concern you have reported is not being handled appropriately, you should report to safeguarding@cpas.org.uk.

If you consider that a breach of this code merits a disclosure under whistleblowing legislation, you should follow our Whistleblowing policy which can be found on our website.

7. Declaration by the reader

I have read, understood and agree to abide by the above Code of Conduct.

In confirming the above, I understand that information about any relevant behavioural concerns during my time with CPAS may be shared with my referee(s), home church, diocese, or others, as applicable.

[1] CPAS recognises that an associated person may enter into appropriate consensual personal relationships with staff or other associated persons during their time at CPAS. If so, you are asked to inform CPAS as follows: trustees, inform the CEO; volunteers, inform your Team leader; all others, inform your responsible Manager.