

Appendix B: Code of Conduct for Employees, Volunteers, Contractors, Clergy Seminarians and Religious

1. Introduction:

Safeguarding children is everyone's responsibility. Employees, volunteers, contractors, clergy, seminarians and Religious, acknowledge their individual responsibility to comply with the Code of Conduct.

While the welfare of children is a fundamental priority for our community, it is incumbent on all adults to be vigilant about keeping children safe from harm. An aware culture where adults and children alike feel able to raise their concerns, and can see that those concerns are acted upon, is the best protection for children. Likewise, an environment in which parents and guardians are encouraged to be involved in their children's activities affords a level of openness and accountability that makes harmful conduct less likely.

Employees, volunteers, contractors, clergy, seminarians, and Religious are required to sign this code of conduct upon their commencement and biennially, to coincide with child safety training requirements.

2. Acceptable Behaviours

All employees, volunteers, contractors, clergy, seminarians and Religious are responsible for supporting the safety of children by:

- 2.1. Adhering to the Catholic Diocese of Sandhurst (the Diocese) Safeguarding Policy for Children and Young People and upholding the Commitment Statement to Child Safety at all times.
- 2.2. Taking all reasonable steps to protect children from abuse and harm.
- 2.3. Treating everyone in the organisation with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe pastoral environment).
- 2.4. Promoting the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification).
- 2.5. Promoting the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero-tolerance policy towards discrimination).
- 2.6. Promoting the safety, participation, and empowerment of children with a disability (for example, by ensuring reasonable care is taken to cater for any additional needs as required).
- 2.7. Ensuring as far as practicable that an adult is not alone with a child but if unavoidable, then ensuring an open and supervised environment can be maintained.
- 2.8. Ensuring activities which by their very nature give rise to one-on-one encounters such as the sacrament of reconciliation, are conducted in a manner and space in clear view of other people.
- 2.9. Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child.
- 2.10. Reporting any allegations of child abuse to the police.

- 2.11. Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic). (Refer to Appendix H).
- 2.12. Understanding and complying with all reporting obligations to the 'Head of Entity' in relation to the Reportable Conduct Scheme. (Refer to Appendix H).
- 2.13. Reporting any child safety concerns to your immediate manager, parish priest, bishop, Religious leader or to the Safeguarding Co-ordinator of the Diocese.
- 2.14. If an allegation of child abuse is made, ensuring as quickly as possible that no child is at any further risk.

3. Unacceptable behaviours

All employees, volunteers, contractors, clergy, seminarians and Religious must not:

- 3.1. Ignore or disregard any suspected or disclosed child abuse.
- 3.2. Develop any 'special' relationships with children that could be perceived as favouritism (for example, the offering of gifts or special treatment for specific children) or too dependent (for example by attempting to act as a surrogate parent).
- 3.3. Exhibit behaviours with children which may be construed as sexual or unnecessarily physical such as touching a child in an inappropriate or unnecessary fashion.
- 3.4. Put children at risk of abuse for example, by locking doors or being alone with a child.
- 3.5. Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes, except where a child's developmental level or incapacity is such that he or she requires assistance and ensure the presence of another adult in such circumstances.
- 3.6. Manage disruptive or unsafe behaviour by degrading or isolating a child; corporal punishment is never acceptable.
- 3.7. Engage in open discussions of a mature or adult nature in the presence of children (for example, personal details or social activities).
- 3.8. Use inappropriate language in the presence of children.
- 3.9. Express personal views on cultures, race, or sexuality in the presence of children.
- 3.10. Discriminate against any child because of age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability.
- 3.11. Initiate contact with a child or their family outside of the duties associated with being an employee, volunteer, contractor, clergy, seminarian or Religious, other than when there is an appropriate social relationship with that child or family.
- 3.12. Have any online contact (including by social media, email, instant messaging etc.) with a child or their family outside of the duties associated with being an employee, volunteer, contractor, clergy, seminarian or Religious, other than when there is an appropriate social relationship with that child

or family.

- 3.13. Use any personal communication channels/device such as a personal email account to conduct Diocesan/parish communications.
- 3.14. Exchange personal contact details such as phone number, social networking sites or email addresses with a child or their family who is not socially related without notifying your immediate manager, parish priest, bishop, or Religious leader.
- 3.15. Use a child's name, photograph, or video a child without the consent of the parent or guardians.
- 3.16. Work with children while under the influence of alcohol or illegal drugs.
- 3.17. Consume illicit drugs on Diocese/parish premises or events.

If you become aware of circumstances that cause you to believe or suspect that a child is being, or is at risk of being harmed, whether physically, emotionally, or psychologically, is suffering from serious neglect or is being sexually abused or exposed to violence, you should contact **Police 000** immediately and notify the Safeguarding Co-ordinator of the Diocese 0438 951 010.

4. Declaration

I confirm that I have received and read a copy of this code of conduct and agree to abide by it.

Name (please print)	Signature	Date
Address		
Name of Witness (please print)	Signature	Date