



Version 5.2

Purpose

This Code of Conduct is part of our commitment to providing appropriate duty of care, including health and safety considerations, for the vulnerable in our churches. The code of conduct is to be agreed to, and signed off by all employees, leaders and volunteers as required within the Child Safety and Wellbeing policy.

I understand and agree that I MUST:

- ▮ Work within the requirements and procedures as laid out in the Child Safety and Wellbeing Policy.
- ▮ Ensure that all children and young people are looked after in a responsible way when in our care.
- ▮ Prioritise the well-being and safety of all young people and that it is our duty of care to protect and guard them from any danger or abuse.
- ▮ Be a positive role model to children and young people in all their conduct with them.
- ▮ Take all reasonable steps to protect children from abuse.
- ▮ Treat everyone with respect and dignity, including those of different race, ethnicity, gender, age, social class, physical ability, or attributes to ensure equity is upheld.
- ▮ Listen to children and respond to them appropriately.
- ▮ Respect the privacy of children and their families, and only disclosing information to the people who have a need to know.
- ▮ Promote the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds, including Aboriginal and Torres Strait Islanders.
- ▮ Promote the safety, participation, and empowerment of children with a disability
- ▮ Comply with our guidelines on physical contact with children according to the Child Safety and Wellbeing Policy.
- ▮ Comply with our guidelines on online contact and communication with children according to the Child Safety and Wellbeing Policy.
- ▮ Ensure that adults are not left alone with a child in the physical and online environments, according to the Child Safety and Wellbeing Policy.
- ▮ Report any abuse noticed or disclosed.
- ▮ Respond quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- ▮ Report or act on any breaches of this code, complaints, or concerns.
- ▮ Consent to this form to be kept by our church. Understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.
- ▮ If unclear as to any of the statements in this document or the Child Safety & Wellbeing Policy, seek clarification from a team leader or church leader before signing.
- ▮ Accept the leadership of the Senior Pastor and the leaders in position under whom I will be working.
- ▮ Understand that if a complaint be levelled against me while engaged in any church activity, relevant authorities including police, child protective services & reportable conduct schemes, may be required to investigate, and I will be asked to stand down until cleared.
- ▮ Acknowledge that the church and its leaders will make every reasonable effort to minimise exposure to known risks, all hazards and dangers associated with activities. Understand that incidents may occur that could not be foreseen or may be beyond the control of the church, its leaders, and staff.
- ▮ Understand to commence service that attendance to an induction and child safety training will be required
- ▮ Agree to a 3-month probation where suitability to continue service will be reviewed.

I understand and agree that I MUST NOT:

- ⌊ Develop any 'special' relationships with children that could be viewed as favouritism (for example, the offering of gifts or special treatment for specific children).
- ⌊ Exhibit behaviours with children which may be construed as unnecessarily physical.
- ⌊ Initiate, or encourage, unnecessary physical contact with children or do things of a personal nature that children can do for themselves e.g. Go to the toilet or change clothes.
- ⌊ Engage in rough physical games eg, Wrestling.
- ⌊ Kiss, cuddle or tickle a child or do anything that is potentially sexual. This could be viewed as grooming.
- ⌊ Touch any area of the body that would normally be covered by swimming gear.
- ⌊ Photograph or video children, or possess photos or video, of children without parental consent. This includes uploading to any social media platforms
- ⌊ Seek friendship from children on any online platform. (see Online sections of the Child Safety and Wellbeing Policy for further information)
- ⌊ Have any private online/digital contact with a child. All communication must be done through approved church methods.
- ⌊ Have unauthorised contact with children and young people by phone: text or audio calling.
- ⌊ Exchange personal contact details with children such as phone number, social networking sites, or email addresses.
- ⌊ Belittle or use demeaning language around children. Avoid yelling at children.
- ⌊ Use physical punishment including man handling, hitting, shaking or pushing. (It is reasonable to assume that physical restraint may be required where children are in danger of being hurt or hurting others.)
- ⌊ Do anything in any way that may be, or perceived to be, inappropriate towards or in the presence of any children or young people

Reporting abuse or suspicious behaviour

It is the responsibility of all employees and volunteers to report suspicious behaviour or suspected abuse to the proper authority.

Notwithstanding a person's right to make a direct report to child protection services. In most cases it will be proper to report suspicions to the senior leadership, department leader or the child protection officer unless they are the subject of the allegation.

I understand and agree that I MUST:

- ⌊ Report on the following:
 - ⌊ Concerns of abuse, physical, neglect, sexual, emotional or spiritual.
 - ⌊ Any disclosure, or awareness of inappropriate behaviour or abuse of a child/young person, whether on the part of a church worker or other person. Sexual offences must be reported to the police.
 - ⌊ Conduct that may place a child or young person at risk of harm
- ⌊ Take all allegations of abuse seriously.
 - ⌊ Never ignore or disregard any suspected or disclosed child abuse.
 - ⌊ If there is immediate danger to a child any staff or volunteer can call 000 to make a report
 - ⌊ Report any child safety concerns to the nominated Child Safety Officer in your church
 - ⌊ If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.

- If disclosure is made:
 - No worker will ask a child to repeat a story or insist a child tells more than he or she is willing to do
 - The worker will treat the matter in a sensitive and confidential manner
 - No worker will attempt to counsel in areas where he or she is not qualified
 - The worker will offer reassurance and friendship in a positive way.
 - The worker will complete a report form and bring it to the notice of the appropriate church leadership
- Follow AGC reporting processes and inform Acts Global Churches Child Protection Team, prior to any investigation beginning.

Reportable conduct

If it is believed there is a good reason to suspect an employee or a church member has committed physical or sexual abuse on a child or adolescent, the church will report the matter to the correct legal authority and report to Acts Global Churches National Child Protection Coordinator.

A worker accused or suspected of abuse will be stood down from their position until they are cleared

- I understand that my involvement within an Acts Global church may be covered by a reportable conduct scheme and require reporting in the event of an allegation**

Breaches

All employees and volunteers are expected to report any breaches of this code to the Child Safety Officer or Senior Pastor in their church.

Staff and volunteers who breach this code will be subject to disciplinary action. Breaches by external providers may result in them being asked to cease activity and leave the premises. Serious breaches involving criminal acts will result in a report being made to the appropriate authorities including the police, the statutory child protection authorities, and Acts Global Child Protection Team.

- I understand that a breach in the Code of Conduct or Child and Wellbeing Policy may result in me being temporarily or permanently stood down from serving in my capacity and potentially subject to external reporting.**

Declaration of commitment

- I understand that it is everyone's responsibility to care for the welfare of the young and vulnerable and agree to abide by the Child Safety and Wellbeing Policy.
- I have read the Code of Conduct and agree to abide by its guidelines.

Full name

Signature

Date
