



Keeping Children Safe Code of Conduct

This template is designed to assist in the development of an appropriate Code of Conduct for your entity within the Church. Individualise it to your entity and distribute a copy to each leader - volunteers, employees and those in specified ministries. All serving within the Uniting Church are expected to abide by this Code of Conduct.

**Keeping
Children
Safe**



All employees, volunteers and people in specified ministries of _____ (name of entity) are expected to abide by this Code of Conduct.

INDIVIDUAL DECLARATION:

I (insert name) _____

agree to abide by the Code of Conduct spelled out below.

(Signature) _____ (Date) _____

Employees, volunteers and people in specified ministries **will**:

- Consider the safety and needs of children as paramount.
- Treat all children with respect.
- Read and abide by relevant policies and procedures for keeping children safe.
- Behave in a manner which is consistent with the values of the Uniting Church in Australia.
- Encourage open communication between all children, parents, staff, vulnerable adults, volunteers and people in specified ministries through the use of empowering and supportive language.
- Enable children to participate in the decisions that affect them.
- Model appropriate behaviours and redirect unwanted behaviours of children, at all times using appropriate behaviour management strategies.
- Respond to any concerns or suspicions of child abuse, and speak up when concerning behaviours of colleagues are observed.
- At all times be transparent in our actions and whereabouts, and remain aware of each child and the adults who are with the children.
- Seek advice, support and assistance for child protection matters where needed.

¹There may be settings and events where some variation to the following is required. Such variation will need to be authorised by the board/council/committee that adopts the policy. If you have any questions regarding this please contact the Culture of Safety Unit safechurchpolicies@victas.uca.org.au or 03 9251 5288.

Employees, volunteers and people in specified ministries **will not** unless otherwise formally authorised¹:

- Be alone with a child.
- Sleep in the same room as a child.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Without prior parental/guardian consent, seek to make contact and spend time alone with any child outside program times, including through personal social media networks or face-to-face and phone contact.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Disclose information unless specifically required by law or policy.

Employees, volunteers and people in specified ministries **will not** under any circumstances:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child.
- Sleep in the same bed as a child.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary, uninvited, or culturally insensitive way in public or isolation.
- Behave provocatively or inappropriately with a child and/or in a way that could be considered as 'grooming'.
- Develop a sexual relationship with a child or a relationship with a child that may be deemed exploitative or abusive.
- Condone, or participate in, behaviour of a child which is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of a child.
- Smack, hit or physically assault a child.
- Physically restrain or remove/isolate a child or children unless the child's or children's behaviours endanger themselves or others.
- Have inappropriate conversations with a child either in person, through social media or in any other way.
- Use the Entity's computers, mobile phones, video and digital cameras inappropriately or for the purpose of exploiting or harassing a child.
- Make a complaint that they know to be untrue, malicious or improper.

Breaches of this Code of Conduct will result in disciplinary measures or, if required by law, reporting to the authorities.

Name of entity: _____
Adopted/approved by: _____
Signature: _____
Name: _____
Position: _____ Date: _____

*This template is to assist with the implementation of the **Keeping Children Safe Policy** of the Synod of Victoria and Tasmania, adopted by the Synod Standing Committee on 24 June 2015, updated May 2017. Templates will be updated from time to time. If you are using a printed or saved copy please check the website for the latest update.*

The policy and templates are available from ucavictas.org.au/keepingchildrensafe

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