



APPENDIX C: SAFEGUARDING CODE OF CONDUCT

“Our life in Christ is both a gift and a responsibility” (*Integrity in Our Common Mission*). The Diocese of Armidale sets its foundation on the inherent dignity of man, made in the image of God. By virtue of your involvement in the Diocese, you accept and champion the responsibility to care for the safety and wellbeing of those around you, particularly children and adults at risk (vulnerable adults), and in doing so you agree to abide by the standards of behaviour set out in this Code of Conduct.

This Code should be read in conjunction with *Integrity in Our Common Mission*.

Acceptable behaviour: I will

1. Act in a Christian manner at all times, treating all people with respect, care and compassion.
2. Act in line with *Integrity in Our Common Mission* and all legal requirements of me.
3. Act professionally within my position, in dress, words, manner and boundaries, particularly with children and adults at risk. This includes refraining from all inappropriate or unwanted physical contact.

Examples of **appropriate** physical touch:

- greeting a person (eg high 5 or handshake);
- assessing a child or person who is injured or ill;
- comforting an upset or distressed person;
- guiding a person in a non-threatening manner;
- protecting a person from imminent danger to themselves or to others; or
- demonstrating or guiding a particular action or skill as part of an activity (such as a nativity play).

4. Communicate respectfully with others, using appropriate language, tone and demeanour.
5. Listen to children and take them seriously when they raise concerns.
6. Declare and manage any conflicts of interest or changes to my capacity to work with children and/or adults at risk.
7. Meet my duty of care to children and adults at risk, ensuring that wherever possible there are two adults present or the activities are conducted in open, observable environments.
8. Uphold these same standards of behaviour when using technology and social media.
9. Uphold the mission of the Catholic Church by seeking to invite and welcome all people, regardless of culture, background, ability, experience or other differences.
10. Complete all training and screening required of me in my position and adhere to any policy or reasonable and lawful instruction given to me.

11. Respond to and report any concerns of harm or abuse quickly and sensitively, with a view to the safety and wellbeing of all involved. Where required by law, I will report all concerns to the appropriate statutory authority including NSW Police or the Department of Communities and Justice.
12. Foster a culture of transparency and accountability, by receiving concerns respectfully and never engaging in retaliation against others.
13. Embrace my position and responsibility as Jesus did, where he “came not to be served but to serve” (Mark 10:45), including to acknowledge power imbalances and prevent any abuse of power. With children, I will avoid favouritism, individual gift giving, private transportation and isolated meetings.

Unacceptable behaviour: I will not

14. Engage in any behaviour that could cause harm to another person, including sexual, physical, emotional/psychological abuse or neglect.

<p>Sexual: Abusive sexual behaviour including touching, harassment, assault, sexual inference/comments, grooming, exposing a person to sexual content, production/dissemination/possession of sexual content. Includes online or virtual contexts.</p>	<p>Physical: Non-accidental physically aggressive acts which result in physical pain or injury and which may include physical coercion and restraint.</p>
<p>Emotional/psychological: Subjecting a person to behaviours or actions aimed at preventing or controlling their behaviour, with the intent to cause them emotional harm or fear, through manipulation, isolation, or intimidation.</p>	<p>Neglect: The failure to provide the necessities of life.</p>

15. Ignore or fail to take seriously any conduct which I know or suspect could cause harm to another person.
16. Fail to report any concerns regarding the safety or wellbeing of those around me, or respond to any concerns or complaints made to me.
17. Share sensitive, personal or confidential information unless I have a legitimate reason for doing so (eg to prevent harm or address concerns). This includes refraining from gossip or slander, and not taking or distributing any inappropriate or offensive material.
18. Harass or intimidate any person, including not using inappropriate language.
19. Befriend or “add” children on personal social media.

20. Send personal messages to children without their parent/guardian’s written consent.
Communication with children should occur through approved ministry channels and, where possible, include parents or another adult.
21. Care for or supervise children or adults at risk while under the influence of alcohol.
22. Perform my role while under the influence of illicit drugs or medication that impairs my ability to perform duties safely.
23. Use a child’s name, or photograph or video a child, without parental/guardian consent (large groups or de-identified photos excepted).

I declare that:

- I have not been convicted of any offence relating to the harm of a person, whether an adult or child, nor am I subject of any pending court proceedings or had an investigation finding against me of this kind;
- I have not been in breach of another organisation’s child/ adult at risk Code of Conduct; and
- I will disclose to my leader/manager any relevant investigations, charges or findings that may affect my suitability to perform my role in the Diocese.

I acknowledge that:

- i. Substantiated findings of breaches of this Code of Conduct or dishonesty in signing this Code of Conduct may result in disciplinary action or termination of my engagement with the Diocese of Armidale.
- ii. Complaints against this Code of Conduct are to be reported to my Safeguarding Contact Person, Parish Priest/Agency head or directly to the Diocesan Safeguarding and Professional Standards Office: (02) 6771 8700 or safeguarding@armidale.catholic.org.au
- iii. Some breaches of this Code of Conduct may need to be reported to external agencies including but not limited to the NSW Police and/or the Department of Communities & Justice and/or the Office of the Children’s Guardian.

Signature:

I have read this Code of Conduct and agree to abide by it and its terms.

Name:

Signature:

Date: