



The Centre

Code of Conduct For Staff and Volunteers

Adopted by the Council of Church Members on the 10th of Nov 2021

Purpose

The Centre is committed to creating safe spaces where people can be confident that they will be cared for nurtured, and encouraged as they grow and at the same time, protected from physical, sexual, spiritual and emotional abuse.

As part of this commitment, staff and volunteers are required to sign and abide by this *Code of Conduct*

The *Code of Conduct* sets out the following:

- the employment commitments of staff and volunteers
- minimum behavioural standards and appropriate boundaries required of staff and volunteers;
- the obligation of staff and volunteers to comply with Child Safe Policy and Procedures; and
- the steps to be taken in the event of a potential breach of this Code.

Scope

The *Code of Conduct* applies to all staff and volunteers aged 16 and over

The *Code of Conduct* should be read in conjunction with the *Safe Church Policy* and:

- *Procedure for Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns*
- *Procedure for Handling Complaints against Staff and Volunteers*
- *Procedure for Conflict Resolution*

1. Staff and Volunteers are encouraged to:

Nurture healthy relationships:

- treat others with respect;
- love and care for your family (including paying attention to the effect of ministry on them);
- be a team player;
- be accountable
- cooperate with other staff and volunteers
- treat every program participant fairly and equitably
- acknowledge when I am out of my depth, or do not possess the required skill set in difficult situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Child Safe Team.

2. Staff and Volunteers commit to:

As a staff member/volunteer of The Centre, I promise to:

- a) uphold, support and abide by the *Child Safe Policy*;
- b) respond to reasonable directions from the person with responsibility for the role I am involved in;
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*
- d) not knowingly make false, misleading, or deceptive statements;
- e) not engage in bullying, harassment, emotional abuse, physical abuse, sexual abuse or spiritual abuse of any person including my own family;
- f) not act violently or intentionally provoke violence;
- g) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- h) report concerns about misconduct and/or abuse according to The Centre's *Child Safe Policy* and relevant procedures;
- i) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- j) disclose to The Centre's Leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity.
- k) I recognise
 - recognize that it is inappropriate to access any type of pornographic material during work hours at The Centre;
 - ensure that romantic interactions are meaningfully consensual
 - give consideration to any power imbalances in intimate relationships.
- l) act with financial integrity, including:
 - having accountable and transparent systems in place for financial matters.
 - not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- m) not take or use property belonging to others without express consent, including intellectual property (copyright);
- n) not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol);

3. ***I understand that if there is a complaint against me relating to a breach of this Code of Conduct:***

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, The Centre may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with The Centre.

I, _____ have read, and agree to be bound by and uphold, the Code of Conduct for Staff and Volunteers.

Signature	Date	
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NOTE: the staff member or volunteer should receive a copy of this *Code of Conduct* and The Centre should retain the signed and dated copy of the *Code of Conduct* for at least 45 years.