

# Riverside Gospel Chapel Code of Conduct

for

## Adults involved in Children's Care and Ministry

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers are required to comply.

All **Riverside Gospel Chapel** staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- adhering to our Child Safe Policy, and other policies
- taking all reasonable steps to protect children from abuse
- treating everyone with respect, including listening to and valuing their ideas and opinions
- welcoming all children and their families and carers and being inclusive
- respecting cultural, religious and political differences and acting in a culturally sensitive way
- promoting the cultural safety, participation and empowerment of Aboriginal children, children with culturally or linguistically diverse backgrounds and children with a disability
- modelling appropriate adult behaviour
- listening to children and responding to them appropriately
- reporting and acting on any breaches of this Code of Conduct, complaints or concerns to the relevant person or authority, in line with mandatory reporting requirements, including the Reportable Conduct Scheme
- complying with our guidelines on physical contact with children
- ensuring as far as practicable that adults are not left alone with a child
- ensure ministry occurs in a public place or location with visibility
- working with children in an open and transparent way – other adults should always know about the work you are doing with children
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know.
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

### Cyber safety

- when engaging in online ministry with children, have at least two recognised leaders present.
- communicate with parents and church leadership for permission before commencing any new activity.
- keep a record of who attends an online activity, including leaders.
- only give links to online activities to families who have provided parental permission. Never put links on Facebook, Instagram or other social media platforms.

- create safe environments. Use password protection or other platform security and privacy settings to stop unknown or unsafe people having access.
- no recording of online activities.
- do not use personal email or social media accounts with individuals, connect through group accounts; copy parents in to email communications.

**Riverside Gospel Chapel** staff and volunteers must NOT:

- condone or participate in behaviour with children that is illegal, unsafe or abusive
- seek to use children in any way to meet the needs of adults
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- use prejudice, oppressive behaviour or language with children
- put children at risk of abuse (for example, by locking doors)
- engage in rough physical games
- discriminate based on age, gender, race, culture, vulnerability or sexuality
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- work alone or in isolation e.g. being alone with a child, including driving a child or young person unaccompanied
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- exchange personal contact details such as phone number, social networking site or email addresses with children
- have unauthorised contact with children and young people online or by phone.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the church Child Safety Officer/leadership.

**Consequences of Breaching the Code of Conduct**

Staff or volunteers who breach this Code of Conduct may be subject to disciplinary actions that could include enhanced supervision, suspension while an investigation is undertaken, retraining, removal from the children's ministry and/or cancellation of church membership.

**If you believe a child is at immediate risk of abuse phone 000**

I have read this Code of Conduct and agree to abide by it at all times.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_