



## **CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS & CONTRACTORS WORKING WITH CHILDREN & YOUNG PEOPLE**

Management, staff, volunteers and contractors at Peninsula City Church are required to abide by this Code.

### **Under the Lead Pastor, church leadership will:**

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Nominate a Child Protection Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters. Currently this person is Ps Jacob Cunningham.

### **All people involved in the care of children on behalf of Peninsula City Church will:**

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know for ministry purposes;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of Peninsula City Church; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

### **No person shall:**

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;

4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities, as per guidelines found in the Safe Church Policy;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

### What happens if you breach this Code of Conduct?

**If you breach this Code of Conduct, you will face disciplinary action, including and up to the termination of employment or cessation of engagement with the organisation.**

I [insert full name] \_\_\_\_\_

Acknowledge that I have read and understood and agree to abide by this code of conduct.

Signed \_\_\_\_\_ Date: \_\_\_\_\_