

CODE OF CONDUCT

REVISION HISTORY

Author	Version	Revision	Date
	1.1	Accepted by Church Board	24.10.19
VH	1.2	Edited dot points to numbering	10.1.22

This Code Of Conduct sets out standard of behaviour which New Peninsula Baptist Church (NPBC) expects from all people associated with or representing it.

Staff and volunteers are responsible for maintaining a professional relationship with all they come into contact with. This means establishing and maintaining clear boundaries which serve to protect everyone from misunderstandings or a violation of the relationship.

PURPOSE

Primarily, this code will help to protect children, young people (anyone under the age of 18 years) and vulnerable adults from abuse and inappropriate behaviour from adults / people in leadership. It will also help staff and volunteers understand and maintain the standard of behaviour expected of them.

Secondly, this will also work to reduce the possibility of allegations of abuse being made against leaders and people in authority and provide possible victims a pathway for voicing their concerns.

And thirdly, this will also work to reduce the possibility of allegations of abuse being made against our organisation.

Upholding this Code of Conduct

Staff and volunteers are expected to report any breaches of this code to a Senior Staff Member or Safe Church Concerns Person, under the Safe Church Policies put in place by NPBC.

Staff and volunteers who breach this code of conduct will be subject to NPBC's disciplinary procedures.

Any breach of the code involving external workers/volunteers may result in them being asked to leave NPBC and any associated programs/events/ministries.

Serious breaches may also result in a report being made to authorities such as the police, the local statutory child protection authorities and/or the Church's Professional standards unit and procedures.

NPBC condemns all forms of child abuse, discrimination and sexual exploitation. We are committed to creating and maintaining an environment which promotes safety and inclusivity for all persons.

I WILL:

1. Conduct myself in a manner that is consistent with the values and doctrinal statement of New Peninsula Baptist Church
2. I value honesty in all financial matters, and will honour all New Peninsula Financial procedures
3. I will conduct all my personal relationships according to biblical truths, such as respect, love, integrity and truthfulness towards all those people with whom I associate, irrespective of position, race, gender or religious opinion
4. I will seek to pursue reconciliation when conflict or division occurs and will conduct myself in an attitude of Biblical love, and if necessary, compliant with Church Resolution Policy
5. I will commit to the protection of personal information and maintain confidentiality
6. I will actively promote a safe environment, where sexual or other harassment or abuse are neither tolerated nor able to take place
7. I believe and honour Biblical standards of sexual morality i.e. faithfulness within marriage and purity outside marriage
8. Treat all people, including children and young people with respect (regardless of their race, colour, sex language, religion, political opinions, nationality, ethnic or social origin, disability, birth or status.)
9. Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers
10. Follow and report any concerns of child abuse in accordance with NPBC Safe Church policy and procedures
11. Encourage open communication between all children, young people, parents, staff and volunteers and allow children and young people to participate in the decisions that affect them
12. Be transparent in my actions and whereabouts
13. Take responsibility for being accountable and not placing myself in positions where there is a risk of allegations being made
14. Self-assess my behaviour, actions, language and relationships with children
15. Report any concerns or suspicions regarding abuse by a fellow worker, volunteer, contractor or visitor to their leader or a Safe Church Person, or Senior Staff Member.
16. Comply with all relevant Australian and local legislation
17. Immediately disclose any information of charges, convictions of abuse and policy non-compliance in accordance with appropriate procedures
18. Always ensure that language is appropriate and non-offensive or discriminatory
19. Provide examples of good conduct in daily activities
20. Challenge unacceptable behaviour and report all allegations or suspicions of abuse
21. Recognise that special caution is required when I am discussing sensitive issues with children or young people

I WILL NOT:

22. Be alone with a child, or young person, including transport
23. Engage in behaviour that is intended to shame, humiliate, belittle or degrade any person, child or young person in person or on social media
24. Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with any person, including a child or young person
25. Allow allegations, suspected abuse, risk of harm or disclosures to go unreported
26. Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for a child with a disability, I will inform my supervisor first and ensure there is another person present (We do NOT change nappies)
27. Hit or physically assault any person, including children or young people. This includes refraining from physical punishment as a form of disciplining a child or young person
28. Develop inappropriate relationships with children or young people.
29. Conduct a sexual relationship or indulge in any form of sexual contact with a child or young person
30. Seek to make personal contact and/or spend time alone with any child or young person that I come into contact within my role as a representative of New Peninsula Baptist Church
31. Condone or participate in behaviour of any person, including children or young people, that is illegal, unsafe or abusive
32. Act in a way that shows unfair and differential treatment of children and young people
33. Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the allocated Senior Staff Person(s) and other parties as designated by them and according to reporting procedures
34. Use any electronic device to exploit or harass any person including children or young people
35. Let children or young people have any of my personal contact details without the consent of the individual's parent / carer
36. Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of any person including children and young people
37. Act in a way that can be perceived as threatening or intrusive
38. Make inappropriate promises to any person including children and young people, particularly in relation to confidentiality
39. Jump to conclusions about others
40. Exaggerate or trivialise abuse issues involving a child or young person
41. Rely on my reputation or that of the organisation to protect me