

AUGUSTINIANS



PROVINCE OF OUR MOTHER OF GOOD COUNSEL AUSTRALASIA

CODE OF CONDUCT

All paid and unpaid staff, including volunteers, priests, interns and trainees employed by the Augustinians are responsible for the safety and wellbeing of children and vulnerable adults. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people and vulnerable adults.

I will:

- Act in accordance with the Augustinians safeguarding and child safety policies and procedures at all times and agree to comply with the Augustinians 'zero tolerance' approach to any form of abuse of children and vulnerable adults.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children connected to the Augustinians.
- Demonstrate appropriate personal and professional boundaries and maintain clear boundaries when dealing with children and vulnerable adults.
- Consider and respect the diverse cultural and linguistic backgrounds and needs of all children, particularly the indigenous, those with disabilities and/or vulnerabilities, and those from different backgrounds.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.

- Contribute, where appropriate, to the Augustinians' policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by the Augustinians' risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with the Augustinians policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by relevant legislation and by the Augustinians' policy and procedure on internal and external reporting.
- Comply with the Augustinians' protocols on communicating with children.
- Comply with the Augustinians' policies and procedures on record keeping and information sharing.
- Use the internet and online applications in an ethically appropriate manner and comply with the 'Safe Use of ICT' policy that details appropriate online conduct and language between adults and children/vulnerable adults, and the storing and use of images via ICT platforms including phones, laptops, computers, emails, texts, twitter and other social media.
- As an ordained priest, comply with all policies and procedures of the Catholic Church that relate to the seal of the confessional.

I will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm, or intimidate a child.
- Unlawfully discriminate or be prejudicial against any child or their family members in terms of race, culture, age, gender, disability, physical development, religion or sexuality.
- Engage in any inappropriate physical contact with children (particularly contact that may be construed as sexual) eg tickling, wrestling, children sitting on laps, or be alone with a child unnecessarily.
- Arrange personal contact that may be construed as favouritism or grooming (including online contact), with children I am working with for a purpose unrelated to the Augustinians' activities.
- Disclose personal or sensitive information about a child, including images/photographs of a child, unless the child and their parent or legal guardian

consent or unless I am required to do so by the Augustinians' policy and procedure on reporting.

- Use inappropriate language or suggestive comments/jokes in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse
- Ridicule, demean, intimidate or threaten any child or vulnerable adult.
- Develop any special relationship with children that may be construed as grooming.
- Photograph or video children without the consent of parents/guardians

If I think this Code of Conduct has been breached by another person working for the Augustinians' I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the Co-ordinator, Professional Standards or another leader in the Augustinians'.
- Follow the Augustinians' policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with the Augustinians' policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct during my employment with the Augustinians'. I understand that breaches of this Code of Conduct may lead to suspension, disciplinary action or termination of my employment in accordance with industrial relations law. I acknowledge that there may be exceptional circumstances, such as an emergency, where a departure from the above may be required. Any departure from the above is to be reported to the Co-ordinator Professional Standards immediately.

Signature

Full Name

Date.....