

Date approved by COE: 21 June 2021
Date Issued: 21 March 2022.
Responsible person/department: Ministry Executive.
Prepared by: Executive Minister
Review date: 2024.

1. Purpose

This Code of Conduct outlines appropriate standards of behaviour which One Church “the church” expects from all staff and volunteers.

The purpose of this Code is to:

- Affirm the values that guide our ministry
- Promote and foster confidence within the church and the community
- Facilitate staff and volunteers to be accountable
- Guide our conduct and actions in Christian service and leadership

Following this code will help to protect people participating in our programs and activities from abuse and inappropriate behaviour by staff and volunteers.

It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

2. Commitment to Safety

The church is committed to being a safe place for all people. We value diversity and do not tolerate any discriminatory practices. We are committed to the inclusion and empowerment of all people, and believe all people have the right to have their views and opinions valued, especially on matters that directly affect them. We actively work to create a culture of safety and employ transparency, accountability and risk management practices to prevent abuse from occurring.

The church has a zero-tolerance policy for any type of abuse and will report all allegations and concerns for the safety of vulnerable people to the appropriate authority.

Upholding this code of conduct

All members of staff and volunteers are responsible for promoting the safety and wellbeing of all those participating in church activities.

All members of staff and volunteers are expected to report any concerns or breaches of this code to:

Tim Horman (Senior Minister) or **Roger Bentley** (Executive Minister)
P. 03 8878 2500
E. safechurch@one.org.au

Staff and volunteers who breach this code of conduct may be subject to the church’s disciplinary procedures. Any breach of the code involving external workers/volunteers may result in them being asked to leave the church 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 authorities and/or the denomination’s Professional Standards office.

3. I WILL:

- Have a personal relationship with Jesus Christ and seek His teaching and guidance
- Be committed to my spiritual growth through regular prayer, bible reading and time with God
- Be an active member of the church
- Act with financial integrity
- Act with sexual integrity (not access pornographic or inappropriate material)
- Conduct myself in a manner that is consistent with the values of the church.
- Treat all people, especially children, young people and vulnerable adults with respect regardless of race, colour, gender, language, religion, sexual orientation, political or other opinion, nationality, ethnic or social origin, culture, disability, birth or other status
- Provide a welcoming, inclusive and safe environment for all children and young people, parents, carers, staff and volunteers.
- Encourage open communication between all people, allowing people to participate in the decisions that affect them
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Be accountable and transparent in my actions, words, and conduct
- Comply with all relevant Australian, State and local legislation
- Avoid favouritism
- Self-assess my behaviour, actions, language and relationships with vulnerable people
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children. I will discuss other measures as necessary with the Safety Contact Person or appointed person
- Ensure any contact with children, young people and vulnerable adults is appropriate and in the parameters of the program/event/ministry
- Ensure language is appropriate and not offensive or discriminatory
- Provide examples of good conduct in daily activities
- Challenge unacceptable behaviour by others
- Follow and report any concerns of abuse in accordance with the church's reporting procedure
- Report any concerns or suspicions regarding abuse by a fellow worker, volunteer, contractor or visitor, in accordance with the church's reporting procedure
- Keep confidential all information that I am party to regarding child protection cases, disclosing and discussion information only with the Safe Contact Person or other parties as designated by them and according to reporting procedures
- Immediately disclose to the Safety Contact Person all charges, convictions, and allegations made against me

4. I WILL NOT:

- Engage in bullying, emotional abuse, harassment, physical abuse, sexual abuse or spiritual abuse of any person
- Engage in behaviour that is intended to shame, humiliate, belittle, or degrade others
- Condone or participate in behaviour that is illegal, unsafe, or abusive
- Act in a way that can be perceived as threatening or intrusive
- Act in a way that shows unfair and differential treatment of people
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language
- Use any computer, mobile phone, video, camera, or any other device to exploit or harass anyone
- Make sarcastic, insensitive, derogatory or sexually suggestive comments in any format including verbal, written or online
- Allow allegations, disclosures or reasonable concerns about abuse to go unreported
- Do things of a personal nature that a child or vulnerable adult can do for him/herself, such as assistance with toileting or changing clothes.
- Hit or physically assault any person
- Develop inappropriate relationships with children, young people, or vulnerable adults
- Conduct a sexual relationship with any person under my care or supervision including all recipients of ministry
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person
- Seek to contact, or spend time with, any child or young person that I meet in my role as a representative of the church outside of the designated times and activities set for performing my role
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the Safety Contact Person and other parties as designated by them and according to reporting procedures
- Let children and young people have my personal contact details (mobile number or address)
- Photograph or video a child without the consent of the parent or guardians
- Work with children while under the influence of alcohol or illegal drugs
- Make inappropriate promises to children and young people, particularly in relation to confidentiality
- Exaggerate or trivialise child abuse issues

I am responsible for my own actions and will utilize safe church standards and best practice to avoid actions and behaviours that could be in breach this Code of Conduct and the church's Child Safe Policy.

5. Consent:

I understand the above code of conduct and I agree to uphold the standards of behaviour described in it. I understand that disciplinary measures and legal steps will be taken by the church if I am found to be in breach of the Code of Conduct. This will include reporting to the relevant authorities.