



Holy Spirit Parish
120 Oban Rd
Ringwood North 3134 Vic

Child Safety - Code of Conduct

At Holy Spirit our mission is to adhere to the belief of the Catholic Church that the Catholic parish of Holy Spirit is a place where each child will be encouraged to embrace Catholic faith and values.

As a welcoming parish community, Holy Spirit parish provides an inclusive and safe environment and is focused on each child's wellbeing.

Purpose:

This Code of Conduct has a specific focus on safeguarding children and young people at Holy Spirit Parish, against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and [Parish Leadership Team \(PLT\)/Parish Pastoral Council \(PPC\)](#) members at Holy Spirit parish are expected to actively contribute to a parish culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principals and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours:

All staff, volunteers, contractors, clergy and PLT/PPC members at Holy Spirit parish are responsible for supporting the safety of each child by:

- adhering to the parish child safety policy and upholding the parish statement of commitment to child safety at all times
- taking reasonable steps to protect children from abuse
- treating everyone in the parish community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the Holy Spirit reporting officer's

- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to Holy Spirit reporting officers or the Parish Pastoral Associate
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe

Unacceptable behaviours:

All staff, volunteers, contractors, clergy and **PLT/PPC** members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any “special” relationships with children that could be seen as favouritism (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have any online contact with a child (including by social media, email, instant messaging, etc.) or their family (unless necessary e.g. by providing families with an e-newsletter)
- use any personal communication channels/device such a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent of guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume excessive alcohol or use any illicit drugs at the parish or parish events

CHILD SAFE RELATED POLICES CAN BE FOUND AT THE PARISH WEB ADDRESS:

<https://www.cam.org.au/holyspirit/Child-Safety-Policy>

Detach and return to the parish office

Acknowledgement and Declaration

I, _____ (Insert Name)

_____ (Insert organisation where you are signing on behalf of yourself as well as other representatives of the organisation)

- Confirm I have been provide with a copy of the Code of Conduct, along with a copy of Holy Spirit parish Child Safety policy)
- Acknowledge
 - As an individual,
 - and where representing an organisation, that all representatives of the organisation that are to visit or provide services to the parish,

have read and understood the:

- [Holy Spirit Child Safety Policy](#)
- [Holy Spirit Child Safety Code of Conduct](#)

and will observe these standards, and accept their responsibility to immediately report any breach of this Code of Conduct to the Child Safety Officer

By observing these standards, on behalf of your organisation, you must declare to the Child Safety officer/ Pastoral Associate any contact or relationships that representatives of your organisation may have with our children outside of the parish environment.

(Please tick the relevant box)

- I/We do not have anything to declare
- I/We declare the following

Signed: _____

Date: _____