



POLICY AND PROCEDURES:

Name:	Code of Conduct for St Michael's Parish Community.
Audience/ distribution :	All staff and volunteers working or facilitating activities within the parish. Webpage.
Overview	Central to the mission of St Michael's Parish Bell Park, is an unequivocal commitment to fostering the dignity, self-esteem and integrity of adults, children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.
Purpose:	This Code of Conduct covers the staff and volunteers working or facilitating activities within the parish for adults and children. It incorporates the Parish's Child Safety Code of Conduct as required by Law.
Time of Year:	Given out and listed as one of the documents given to the volunteers on the signed induction form and circulated every year to volunteers and staff as a refresher.
Overall expectations	<p>All staff, volunteers, contractors, clergy, and Parish leadership team, members at St Michael's Parish, Bell Park, 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.</p> <p>All are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children.</p> <p>Other expectations include:</p> <ul style="list-style-type: none"> • treating everyone in the Parish community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe pastoral environment) • adhering to the Parish Child Safe Policy and upholding the Parish's Statement of Commitment to child safety at all times • taking all reasonable steps to protect children from abuse and harm • observing the correct lines of responsibility, • avoiding public criticism of other parish and workplace participants. • promoting the cultural safety, participation and empowerment of adults and children with culturally and/or linguistically diverse backgrounds as well as Aboriginal and Torres Strait Islanders, • promoting the safety, participation and empowerment of adults and children with a disability • treating confidential items & discussions on Parish business with the strictest of confidence, • acting in accordance with equal opportunity and OH&S legislation and other Acts and Regulations that apply to the role, • being impartial and accountable for all interactions, decisions and use of resources and understand and be astute to perceived conflicts of interest,

	<ul style="list-style-type: none"> • understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
<p>Acceptable behaviour Working With Children</p>	<p>All staff, volunteers, contractors, clergy and Parish Leadership members are responsible for supporting the safety of children by:</p> <ul style="list-style-type: none"> • listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child. • ensuring as far as practicable that an adult is not alone with a child • reporting any allegations of child abuse to the police • reporting any child safety concerns to the Parish Priest or the Vicar General if the concern relates to the Parish Priest (or child safety officer) • if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.
<p>Unacceptable behaviours</p>	<p>Staff, volunteers, contractors, clergy and Parish Leadership Team members:</p> <ul style="list-style-type: none"> • Must not ignore or disregard any suspected or disclosed child abuse • Must not develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children) • Must not consume drugs on Parish premises or at Parish events or work with children while under the influence of alcohol or illegal drugs • Must not exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps) • Must not initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes • Must not put children at risk of abuse (for example, by locking doors or being alone with a child with no good cause) • Must not manage disruptive or unsafe behaviour by degrading or isolating a child; corporal punishment is never acceptable. Physical restraint should only be used as a last resort or in an emergency • Must not engage in open discussions of a mature or adult nature in the presence of children (for example, personal details or social activities) or use inappropriate language in the presence of children • Must not express personal views on cultures, race or sexuality in the presence of children • Must not discriminate against any adult or child because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability • Must not have contact or exchange personal contact details with a child or their family who are not socially related outside of the pastoral duties without the Parish Priest's or child safety officer's knowledge and/or consent (other than accidental contact, such as seeing people in the street)

	<ul style="list-style-type: none"> • Must not have any online contact (including by social media, email, instant messaging etc.) with a child or their family who are not family or socially related (unless necessary e.g. by providing families with e-newsletters) • Must not use any personal communication channels/device such as a personal email account to conduct Parish communications (without permission?) • Must not photograph or video a child without the consent of the parent or guardians
Related Documents:	<ul style="list-style-type: none"> • Statement of commitment • Child safe Policy • Reporting form • Complaints process- under development • Office procedure for managing the communication and distribution of the Code of Conduct.
	<p>St Michael's Parish Code of Conduct is developed in accordance with the Archdiocese of Melbourne's Safeguarding Children and Young People Code of Conduct.</p> <p>Volunteers are required to acknowledge, accept and sign the Code of Conduct and complete Child Safeguarding Online Training every three years.</p>
Endorsed by	Parish Leadership Team
Last Update	June 2024