

CODE OF CONDUCT

The Code of Conduct sets out the expected behaviours for all staff and volunteers of Peace Christian Church (PCC).

All paid and unpaid staff, including volunteers and interns of Peace Christian Church are responsible for the safety and wellbeing of children and young people who engage with the organisation. 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 under the age of 18 years.

I acknowledge that the law has been strengthened to increase protection of children from the risk of sexual abuse. Since July 2021, it is now a legal requirement for:

- All adults to report sexual offending against children to the police unless they have a reasonable excuse; and
- Adults in an institutional setting (e.g. a church) must protect children from the risk of sexual offence being committed against them.
- Failing to report these offences can lead to further harm of children and you being personally charged which may result in a substantial fine or imprisonment.

I will follow Peace Christian Church's Child and Youth Risk Management Policy to:

- Report concerns of abuse, harm or inappropriate behaviour towards children and young people under the age of 18 years urgently to my Senior Pastor using the 'Incident Report Form'.
- The Pastor will then follow up with urgency the appropriate report to external authorities including the Department of Child Safety or QLD Police. Reporting should occur on the same day that a concern was noted.
- Never be alone with a person under the age of 18 years (who is not an immediate family member) in a Church activity (on or off site), Church transport, or on the Church site.
- Ensure that a minimum of two adult team members be present in any PCC related activity with one or more children or young people.
- Not share images/photos of children at Church activities unless the consent of their parent/caregiver is obtain.
- Note that the sharing of unlawful/inappropriate images of children and young people under the age of 18 years will be reported to legal authorities.

I will:

- Act in accordance with Peace Christian Church's child safety and wellbeing policies and procedures at all times.
- 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 attending Peace Christian Church.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.

- Create an environment that promotes and enables children’s participation and is welcoming, culturally safe and inclusive for all children and their families.
- Contribute, where appropriate, to Peace Christian Church’s policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children’s safety and wellbeing as required by Peace Christian Church’s risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Peace Christian Church’s policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by Peace Christian Church and by their policies and procedures on internal and external reporting.
- Comply with Peace Christian Church’s protocols on communicating with children.
- Comply with relevant legislation and Peace Christian Church’s policies and procedures on record keeping and information sharing.

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 a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Peace Christian Church’s activities. For Sunday School students, all contact must be through the parents/guardians of the child.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Peace Christian Church’s policy and procedure on reporting.
- Use inappropriate language 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.

If I think this Code of Conduct has been breached by another person in the organisation, 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 Senior Pastor or acting Senior Pastor.
- Follow the organisation’s policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with the organisation’s policy and procedure on internal and external reporting.

Electronic Communication

- PCC sets an expectation that employees and volunteers will not correspond with children or young adults, via any medium, about matters that are unrelated to their role within the organisation.

- PCC sets an expectation that representatives will not share personal contact details beyond what is reasonable for the management of an injury/illness or other emergency incident.

I agree to abide by this Code of Conduct during my employment/volunteering with Peace Christian Church.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment/volunteer capacity with Peace Christian Church.

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Signature

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Full Name

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Date