



CODE OF CONDUCT / CODE OF PRACTICE

1. **Pastors, employees and volunteers must respect persons and property and acknowledge that they will:**
 - a) be responsive and courteous to others and avoid improper use of their position;
 - b) avoid discriminatory and /or harassing treatment of others and seek to respond in an appropriate manner to the diverse needs of children in their care;
 - c) not swear or use inappropriate or crude language in the presence of, or towards others;
 - d) always show integrity and act in a manner consistent with the Church's values;
 - e) respect privacy and protect the confidential information of others (excepting in cases requiring disclosure of illegal activity);
 - f) be committed to ensuring the wellbeing of all children and vulnerable persons in a safe and caring environment.
2. **The church is committed to maintaining a drug and alcohol free environment for all child-related activities and the pastors, employees and volunteers acknowledge that:**
 - a) The consumption, sale of or being under the influence of alcohol or illegal drugs (other than properly prescribed and administered drugs) while attending or participating in any child-related activities or programs involving vulnerable persons will result in being disallowed from attending or participating in such activities or programs and possibly a report to the police.
3. **In relation to behaviour, pastors, employees and volunteers acknowledge that they will:**
 - a) comply with the church's guidelines for the use of electronic communication and social media when interacting with children;
 - b) not be alone with children where they cannot be seen by other Church workers;
 - c) not take a child to their home or visit a child in their home unless the visit is part of an organised activity for the group or in the company or consent of the child's parents/guardian.
 - d) not make any sexual or crude innuendos such as suggestive looks, comments, jokes, sounds, display visuals, words, acts or gestures towards any child, vulnerable person or Church worker;
 - e) not touch, hug, or kiss any person in a way that is inappropriate to the situation, or uncomfortable or confusing to the receiver;
 - f) not drive a child unaccompanied without gaining permission from child's parents/guardian and the church leader in a direct position of responsibility;
 - g) not commit any sexual offence, sexual misconduct against, with, or in the presence of a child or vulnerable person (including a child pornography offence) or any assault, ill treatment of or neglect of a child (or any person) or any behaviours that causes psychological or other harm to a child;
 - h) report any behaviour suspected to be "sexual grooming", any concerns in relation to any observed "indicators of abuse", or any disclosures regarding any kind of harm or breaches of this Code of Conduct to the Safe Church Coordinator or a Church Leader.
4. **In relation to counselling, pastors, employees and volunteers acknowledge that they will:**
 - a) not step beyond their level of competency or training;
 - b) not encourage children to keep things hidden from their parents or other leaders;
 - c) avoid counselling members of the opposite sex where possible;
 - d) always counsel in an appropriate and accountable environment;
 - e) always counsel in an open area in view of others, never in a closed room;
 - f) only console a child if this is with the permission and or welcomed by the child;
 - g) only console same gender of child and with another pastor, employee or volunteer within sight;
 - h) If a child or vulnerable person makes a disclosure regarding any kind of harm, this disclosure must be divulged to church leadership, however the disclosure must not be revealed to any other person unless required by law.
5. **In relation to pornography and sexuality, pastors, employees and volunteers acknowledges that they:**
 - a) will not view pornography privately;
 - b) will not display, discuss or distribute pornography to colleagues or children;
 - c) Sexuality of staff must be under the guidelines and Lordship of Christ (i.e. crude sexual jokes, inappropriate remarks are not permitted);
 - d) will dress modestly, and not sexually suggestively. Insulting remarks or slogans contrary to Christian principles should not be displayed on clothing;
 - e) not speak or act in any way to contradict this statement or the church's beliefs, ethics and values.
6. **In relation to occupational health & safety, pastors, employees and volunteers acknowledge that they:**
 - a) must not put themselves or others in danger;
 - b) must not intentionally or recklessly interfere with or misuse anything in the interests of safety;
 - c) must follow safe work practices and encourage others to do the same;

- d) must be familiar with the operation and location of phones, asbestos register, first aid kits and fire extinguishers and should know the identity of the first aid attendant in their area;
- e) must report all incidents and accidents.
- f) must comply with the requirements set out in any risk management plan for any activity or special event.

7. If there is a **breach** by any person, the pastor, employee and volunteers agree to:

- a) report any suspected breaches of this Code of Conduct, or of the law to the ministry/church leadership immediately;
- b) take careful written records of any suspected breaches and not make a report which is false, vexatious or malicious.

DEFINITIONS

<i>Registered Church Worker</i>	means a Pastoral Assistant, a Student Pastor or a Registered Pastor of Queensland Baptists.
<i>Blue Card</i>	means the card issued by the Commission after an application is received, verifying suitability for working with children. A positive notice always accompanies a Blue Card and accordingly where the term 'Blue Card' is used in this Strategy document, this also refers to the positive notice issued by the Commission.
<i>Child</i>	is any person under eighteen (18) years of age.
<i>Church</i>	means Church@TheGabba and also includes the associated ministries and activities of the church.
<i>Church Leadership</i>	means primary governing group of the church such as the board, elders or deacons.
<i>Designated person</i>	means the person appointed by the church to be responsible for managing all Blue Card related issues which includes but is not limited to the Blue Card Register, application forms, Blue Card forms and harm reports. If there is no designated person in the church, this person means the most senior pastor in the church.
<i>EIRG</i>	means the 'Ethical Issues Response Group' within the Baptist Union of Queensland.
<i>Harm</i>	means any detrimental effect of a significant nature on the child's or vulnerable person's physical, psychological or emotional well being caused by physical, psychological or emotional abuse or neglect or sexual abuse or exploitation.
<i>Parent</i>	means custodial parent or lawful guardian of the child or vulnerable person.
<i>Person of concern</i>	means a person who: <ul style="list-style-type: none"> - has pleaded guilty to, been convicted of, or has admitted to a sexual criminal offence. - has been found to have sexually offended, arising through due diligence checks related to recruitment (screening). - is currently charged with a sexual offence. - has been the subject of an allegation of a sexual offence and this was not appropriately investigated. - has been found to have received an adverse risk assessment arising from sexual misconduct. - is deemed to be a risk to the safety of children and/or vulnerable persons because of an adverse risk assessment relating to sexual misconduct. - exhibits constant wandering across other people's sexual boundaries.
<i>Pastor, employee and volunteer</i>	refers to both volunteers who have regular contact with children, paid employees who have contact with children, contractors or agents at the church who have contact with children at the church or members of the leadership team who make decisions about children.
<i>The Act</i>	means the <i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld) and any subordinate legislation including the <i>Working with Children (Risk Management and Screening) Regulation 2011</i> (Qld).
<i>The Commission</i>	means the Queensland Family and Child Commission.
<i>Vulnerable Person</i>	means individuals aged 18 years and above who is or may be unable to take care of themselves or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.
<i>WWCRMS Act</i>	means the <i>Working with Children (Risk Management and Screening) Act 2000</i> (Qld) and any subordinate legislation including the <i>Working with Children (Risk Management and Screening) Regulation 2011</i> (Qld).