

## 2. Safe Conduct Standards

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The Safe Conduct Standards sets the standard of behaviour for all Church personnel to demonstrate across all Church ministry and activities, supporting our children and vulnerable adults. It also identifies behaviour which is unacceptable conduct and therefore must be avoided.

Parishes, ministries and agencies across the Diocese, when applying the Safe Conduct Standards, must take into account the needs of all children and vulnerable adults. This includes paying particular attention to Aboriginal and Torres Strait Islander people, people with a disability, people from culturally and linguistically diverse backgrounds and those with particular vulnerabilities such as those who are homeless or displaced from their home or community of origin.

### **Behaviours to uphold** include:

- Promote the rights and safety of children and vulnerable adults;
- Comply with policies and procedures that safeguard children and vulnerable adults;
- Treat children and vulnerable adults with respect and dignity;
- Respect and protect the privacy of children and vulnerable adults;
- Comply with Diocesan protocols for communicating with children and vulnerable adults;
- Maintain proper personal and professional boundaries with children and vulnerable adults;
- Listen and respond to the views and concerns of children and vulnerable adults;
- Respect cultural and religious differences of children and vulnerable adults;
- Identify and manage risks to the safety and wellbeing of children and vulnerable adults;
- Promptly respond to any concerns or complaints of abuse or harm to children and vulnerable adults;
- Report all suspected or disclosed abuse or harm to children or vulnerable adults in accordance with Diocesan protocols;
- Comply with legal reporting obligations in respect to suspected abuse or harm to children or vulnerable adults;
- Report any suspected breaches of these conduct standards.

### **Unacceptable Conduct** includes:

- Engage in any unlawful activity with or in relation to a child or vulnerable adult;
- Engage in any activity that is likely to physically, emotionally, sexually or spiritually harm a child or vulnerable adult;
- Expose a child or vulnerable adult to sexual videos or images;
- Use harsh or offensive language towards or in the presence of a child or vulnerable adult;
- Unlawfully discriminate against a child or vulnerable adult or their family or carers;
- Be alone with a child or vulnerable adult unnecessarily;
- Engage in unnecessary physical contact with a child or vulnerable adult;
- Use physical violence or corporal discipline on a child or vulnerable adult;
- Supply liquor or a prohibited drug to a child or vulnerable adult;
- Engage with children while under the influence of liquor or a prohibited drug;
- Arrange personal contact, including online, with a child or vulnerable adult for a purpose not related to ministry or work with the Diocese;

- Disclose or share personal or sensitive information about a child or vulnerable adult, including images, unless proper consent and authorisation is provided, or it is legally required or required under Diocesan policy;
- Ignore or disregard suspected or disclosed abuse or harm to a child or vulnerable adult.

ROLE	RESPONSIBILITIES
<p>Parish Priest or Administrator, Agency Director or Safeguarding Representative</p> <p>Parish Priest or Administrator or Agency Director to identify and appoint who has the responsibility</p>	<ul style="list-style-type: none"> <li>• Provide the Safe Conduct Standards to all new Church personnel within Parish, Ministry or Agency (i.e. agencies who do not have their respective Code of Conduct);</li> <li>• All new Church personnel must read, acknowledge their understanding and commitment to abide by the Safe Conduct Standards. Their agreement will be demonstrated through the signed receipt notices when inducted/trained in the procedures;</li> <li>• Records relating to safeguarding training and signed receipt notices for safeguarding procedures are kept on file in parishes, ministries and agencies for reference and auditing purposes;</li> <li>• Ensure that the particular needs of all those accessing a service or engaging in ministry are taken into account in the conduct of all personnel, aligning to the Safe Conduct Standards;</li> <li>• Any serious breaches must be immediately reported to the Diocesan Safeguarding Coordinator either through a phone call, email or using the <a href="#">Safeguarding Supporting Documents/ Forms</a>;</li> <li>• Any serious breaches in conduct that may amount to a criminal offence, must be immediately reported to the Queensland Police Service, advising the Diocesan Safeguarding Coordinator for risk assessment purposes.</li> </ul>
<p>Church personnel</p>	<ul style="list-style-type: none"> <li>• Ensure understanding of this procedure and promote these standards at every opportunity;</li> <li>• Engage in constructive conversation as people make comment or raise questions or concerns about this and encourage them to discuss with Parish Priest/Administrator or Safeguarding Representative;</li> <li>• Ensure that the particular needs of all those accessing a service or engaging in ministry are taken into account in the conduct of all personnel, aligning to the Safe Conduct Standards;</li> <li>• Any breaches must be immediately reported to Parish Priest, Administrator, supervisor or to the Diocesan Safeguarding Coordinator if the breaches are considered serious.</li> </ul>
<p>Diocesan Safeguarding Coordinator</p>	<ul style="list-style-type: none"> <li>• Communicate updates and changes to this procedures and the Safe Conduct Standards in consultation with parishes, ministries and agencies;</li> <li>• Encourage discussion and awareness of the Safe Conduct Standards through Parish Council, Ministry or Agency meetings, training and forums, consultations and promotional materials;</li> <li>• Ensure copies of the Safe Conduct Standards are available and are easily accessible to all Church personnel;</li> <li>• Facilitate training to ensure Clergy and Religious are trained, understand and agree to abide by the requirements of <i>Integrity in Ministry</i> and this procedure;</li> <li>• Monitor training and compliance for all relevant Church personnel in this procedure.</li> </ul>

## 1. Safe Conduct Standards - procedure outline:

### 1.1. All Church personnel

- 1.1.1. All new personnel are to be provided with safeguarding procedures including this procedure outlining the Safe Conduct Standards as part of their safeguarding induction;
- 1.1.2. The Parish, Ministry and Agency leadership including the Safeguarding Representative are responsible for ensuring that safeguarding inductions occur for new staff, and scheduled training occurs for all relevant lay workers, paid staff and volunteers;
- 1.1.3. The Diocesan Safeguarding Coordinator is responsible for facilitating safeguarding training and seeking Church personnel understanding and agreement through a receipt notice that staff sign when they have been trained in all safeguarding procedures. **Note:** There will be one receipt notice covering the relevant safeguarding procedures;
- 1.1.4. Where cultural/communication/language support is required to assist the new staff to understand the Safe Conduct Standards more fully, the Parish, Ministry or Agency will work with the Diocesan Safeguarding Coordinator to facilitate this support;
- 1.1.5. Any breaches to the Safe Conduct Standards which are witnessed or alleged by another person, or any concerns about the conduct of any Clergy and Religious, must be reported to their supervisor or to the Diocesan Safeguarding Coordinator, if the breaches are considered serious. The *Safeguarding Incident Report Form* should be completed for this and submitted to the Diocesan Safeguarding Coordinator immediately. This form is available using the [Safeguarding Supporting Documents/ Forms](#). A phone call or email to the Diocesan Safeguarding Coordinator is acceptable if the form cannot be accessed, however this must occur immediately.

#### Important things to note

Nothing that is written in these procedures prevents any Clergy, Religious, Church lay worker, paid employee or volunteer or any other person from taking immediate action to notify Queensland Police Service and/or the Child Safety Services (**for children under 18 years**), particularly if he/she believes that it is essential to act to ensure a vulnerable persons safety.