

## CODE OF CONDUCT

<b>Policy Number</b>	S04.1
<b>Policy Version</b>	1.2
<b>Policy Area</b>	Safety
<b>Board Approved Date</b>	February 2021
<b>Scheduled Review Date</b>	February 2024
<b>Related Documents</b>	Safe Places Policy, Child Safety Policy, Child Safety Reporting Procedure, External Contact with Children Policy, Privacy Policy

### PURPOSE

Foundational to all we do at Discovery Church, we seek to continually express our core values of creativity, restoration and belonging. In light of these values, Discovery Church is committed to being a safe place for all people.

This Code of Conduct sets out the behaviour that Discovery Church expects from all representatives, including staff, elders, leaders and volunteers. All representatives are required to read and sign the Code of Conduct and adhere to it for the duration of their association with Discovery Church. Discovery Church representatives are also expected to respect and uphold the vision, mission and values of Discovery Church.

While the expectations of this Code of Conduct are designed to guide representatives in their behaviour, they cannot detail every situation that representatives may come across in their role with Discovery Church. This code supposes a level of maturity, wisdom and common sense in all situations and expects that representatives will act in a courteous, reasonable and respectful manner at all times.

### EXPECTED BEHAVIOUR

#### **Discovery Church Representatives:**

- Will act in the best interests of those they serve and/or lead, especially those who are vulnerable.
- Will take all reasonable steps to ensure the safety and welfare of those they serve and/or lead.
- Will provide a welcoming, inclusive and safe environment for all people.
- Will treat all with whom they work fairly and with respect and will not show favouritism in their serving and/or leadership.
- Will be accountable to and follow reasonable instructions from those in leadership.
- Will strive for a healthy balance between their serving and the rest of life, including family and other relationships.
- Will not be spiritually, emotionally, physically or sexually abusive in any way toward others, and understand domestic and family violence is never acceptable.
- Will use caution when initiating or receiving physical contact with those they serve and/or lead, including gestures of comfort, recognising such gestures can be unwanted or misinterpreted.
- Will be inclusive of people with a disability in programs and help make reasonable changes to assist any specific needs that may arise.
- Will consider and respect the diverse backgrounds and needs of all people, particularly indigenous people and those from culturally and linguistically diverse backgrounds.
- Will not engage in behaviour that is intended to shame, humiliate, belittle, degrade or otherwise emotionally abuse people.
- Will not use inappropriate, offensive, harassing, threatening, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with anyone.
- Will carefully consume alcohol and prescribed medications and will strive for a healthy self-awareness and to avoid addictive or destructive behaviours.

- Will not be affected by alcohol or under the influence of illicit substances whilst engaging in their role responsibilities.
- Will respect and uphold the privacy of people at Discovery Church in line with the Discovery Church Privacy Policy.
- Will not seek personal advantage or financial gain from their role with Discovery Church. Where a representative is employed by Discovery Church, this excludes remuneration in line with their employment contract.
- Will not use any form of media and technology, including computers, mobile phones, cameras or social media, to exploit or harass anyone.
- Will communicate with care, including using social media and electronic communication in accountable and wise ways, being mindful of the influence representatives have on the church and community through these forums.
- Will acknowledge when they do not possess the required skill set in a situation and seek help from a team leader, which particularly applies to helping those who have experienced abuse or require professional support.
- Will be committed to creating a culture of openness and accountability, to enable concerns to be raised and discussed, and where inappropriate behaviour is challenged.
- Will, in their serving, comply with all relevant Australian Federal and Victorian legislation.

## **CHILD SAFETY EXPECTATIONS**

### **Discovery Church Representatives:**

- Will adhere to Discovery Church's Child Safety Policy, Child Safety Reporting Procedure and External Contact with Children Policy at all times.
- Will treat all children with dignity and respect, regardless of race, ethnicity, sex, gender, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Will listen to children, value their ideas, take their concerns seriously and allow them to have a say in the decisions that affect them.
- Will be transparent and accountable in their actions and whereabouts and avoid positions where there is a risk of an allegation being made.
- Will never be alone with a child (other than their own child) by following the 'two-adult rule'. If this cannot be upheld for some reason, representatives must discuss the measures that need to be put in place with a Child Safety Officer.
- Will not engage in any type of sexual act with a child or expose a child to anything of a sexual nature.
- Will not touch a child, including holding, hugging, or placing a child on their lap, in any way that is unnecessary for the circumstance. Representatives will not kiss, tickle or piggy-back children (other than their own children).
- Will not do things of a personal nature for a child that they could do for themselves, such as toileting, bathing or changing clothes. Where a child cannot do such things for themselves and a parent/guardian is unavailable to do such things, representatives must inform their team leader first and follow the 'two-adult rule'.
- Will not hit, smack or physically harm children, or use any form of physical punishment or discipline.
- Will not develop 'special' friendships or otherwise inappropriate relationships with children.
- Will always ensure language and conversations are appropriate for children, avoiding anything that could be perceived as offensive, discriminatory or of a mature or adult nature.
- Will encourage children to feel comfortable and caring enough to point out attitudes or behaviour they do not like, creating a culture whereby children can raise safety matters affecting them or other children.
- Will not make inappropriate promises to children, particularly in relation to confidentiality.
- Will not view or access child exploitation material (child pornography) through any source or medium.

- Will only photograph, record and/or publish images of children when it is their designated role and when parent/guardian consent has been gained.
- Will not initiate or accept 'friend/follow' requests with children on social media platforms or communicate with children electronically unless they have been given permission from a Kids or Youth Pastor and the parents/guardians.
- Will not share their personal contact details with children unless they have been given permission from a Kids or Youth Pastor and it is necessary for ministry purposes.
- Will only transport children when they have been given permission from a Kids or Youth Pastor and the parents/guardians.
- Will only contact children outside of ministry events and the designated times for such events when it is for ministry purposes and when they have been given permission from a Kids or Youth Pastor and the parents/guardians. In the case of relationships formed outside of ministry, representatives must disclose such relationships to their pastor/department head and whenever spending time with a child outside of ministry activities, ensure parent/guardian permission is gained and uphold the other commitments of this code and relevant policies and procedures.

## REPORTING EXPECTATIONS

### Discovery Church Representatives:

- Will immediately report any child safety concerns, including any disclosures, allegations, observations or suspicions of child abuse or harm, in accordance with the Child Safety Reporting Procedure.
- Will keep confidential information regarding child safety reports, disclosing and discussing information only with the Child Safety Officers, other parties designated by them and relevant authorities.
- Will immediately disclose to their relevant pastor/department head all charges, convictions and other outcomes of a criminal offence that occurred before or occurs during their association with Discovery Church.
- Will report any serious breach of Discovery Church policies and procedures or illegal acts that they become aware of to their pastor/department head.

## DECLARATION

I have read the Discovery Church Code of Conduct and agree to abide by it during the course of my association with Discovery Church. I understand that if I am unclear as to any of the statements in the Code of Conduct it is my responsibility to seek clarification from a pastor/department head/Child Safety Officer before signing.

I am aware that disciplinary measures will be taken if I am found to be in breach of the Code of Conduct and in the case of serious breaches, this may include legal steps and/or reporting to the relevant authorities in line with obligations under Australian law. I understand that failing to disclose any charges, convictions and other outcomes of a criminal offence may render me unfit to remain in my role with Discovery Church.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	