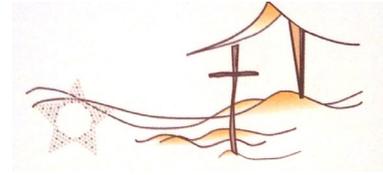


Spirituality Ministry of the Sisters of St Joseph

Child Safeguarding Code of Conduct



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ACN 144 962 774

Mission Statement

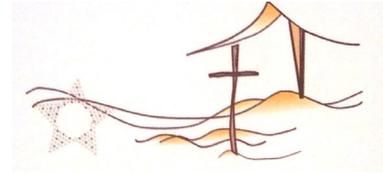
In the spirit of St Mary MacKillop of the Cross, the Spirituality Ministry of the Sisters of St Joseph serves groups and individuals seeking a place that nourishes “spirit” offering spiritual refreshment, renewal, quiet, beauty, peace relaxation.

1. Introduction:

- 1.1 The Spirituality Ministry (**SM**) of the Sisters of Saint Joseph are actively committed to fostering a culture of safeguarding that recognises and upholds the dignity and rights of all children.
- 1.2 **SM** has a zero tolerance for child abuse. **SM** will be guided by its Child Safeguarding Commitment Statement and broader values and strategic vision.
- 1.3 **SM** commits to establishing a safe environment and supportive relationships for all with whom we have contact. This Child Safeguarding Code of Conduct (**Code**) is one strategy used to achieve our following objectives:
 - (a) the safety of children during all engagement and / or interaction with **SM**;
 - (b) the recruitment of suitable Workplace Participants for direct contact with children; and
 - (c) clear expectations for all people associated with or representing **SM** in their physical and online interactions with children.
- 1.4 This Code should be read in conjunction with **SM's** Child Safeguarding Policy and Child Safeguarding Commitment Statement. The terms used in this Code are defined in the Child Safeguarding Policy.

2. Scope:

- 2.1 Everyone is responsible for creating and maintaining a child safe culture.



2.2 This Code of Conduct applies to every person in relationship with **SM** including

2.3 Directors of the Company, Board Directors, employees of Saint Joseph's Centre for Reflective Living, Baulkham Hills, and St Joseph's Spirituality and Education Centre, Kincumber South, Sisters in nominated roles, Clergy in nominated roles, and formal volunteers (**Workplace Participants**).

3. **Child Safeguarding Code of Conduct:**

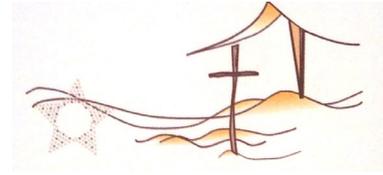
3.1 As part of **SM's** commitment to child safeguarding, we believe that all persons associated with **SM** are responsible for the safety and wellbeing of all children with whom we engage.

3.2 We particularly recognise children who identify as First Nations Children, and children with particular vulnerabilities, for example, children from culturally and / or linguistically diverse backgrounds, children with a disability, and children who cannot live with their birth family.

3.3 As such, this Code sets out the behaviour which **SM** expects from all persons listed at 2.2 of this policy. All are expected to sign it and adhere to the following within the context of their representation and relationship with **SM**: -

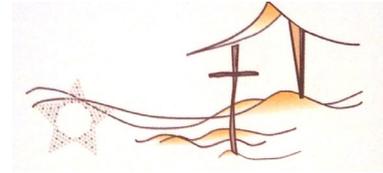
All persons listed at 2.2 of this policy must:

- a) Adhere to all **SM's** child safeguarding policies, procedures, and guidelines.
- b) Behave in a manner consistent with Gospel values.
- c) Behave respectfully, justly, honestly and with integrity towards children and their carers, and / or families, regardless of ethnicity, language, religion, disability, or children with diverse sexuality.
- d) Be compassionate, hospitable, inclusive and respect the individuality of each child.
- e) Be a positive role model to children.
- f) Be responsible with alcohol at any **SM** organised event and ensure there is a nominated adult who is not consuming alcohol, who shall be responsible for children in the event of an emergency.
- g) Comply with their legal obligations in relation to the safety of children.
- h) Comply with any direction provided to them as a result of an allegation and / or investigation and cooperate with any internal or external investigation.
- i) Respond to any child disclosures, concerns or complaints of child harm or



abuse, promptly and in accordance with national and state or territory legislation and **SM's** Safeguarding Complaints Handling Policy and Reporting Procedure.

- j) Immediately speak up and advise the Centre Managers who will report the incident to the **SM's** Chairperson and the SOSJ Professional Standards Officer if they observe any concerns of exploitation, abuse, harassment, or breach of this Code or any **SM** Safeguarding policy or procedure or legal obligation
- k) Inform the Centre Manager who will advise the **SM's** Chairperson and the SOSJ Professional Standards Officer, if they are the subject of a Police or Statutory Child Protection agency investigation, including in relation to sexual misconduct or child safety concerns.
- l) Centre Managers to ensure they have a valid NSW child compliance check as needed and notify the **SM's** Chairman and SOSJ Professional Standards Officer immediately if this has been or is likely to be suspended or revoked.
- m) Create a supportive, safe, and caring environment which promotes and empowers children and their carers' and / or families' participation in decisions which affect them and is inclusive of all children and their carers, and / or families, regardless of ethnicity, language, religion, disability or children with diverse sexuality.
- n) Seek to increase their cultural awareness especially when working with children and their carers and / or families who identify as First Nations, or who are from a different country of origin.
- o) Use age-appropriate language when their work involves engaging with children.
- p) Listen respectfully to children.
- q) Identify themselves by name, position, and role when their work involves engaging with children.
- r) Maintain personal and professional boundaries in their interactions with children.
- s) Make every effort to ensure that they are not alone with a child. If they are alone with a child, ensure that they have the child's parent or guardian's consent to do so, and the interaction is open to observation.
- t) Obtain informed consent from the child and the parent or guardian of the child before photographing or filming a child or obtaining their story, when using the



photograph or film for **SM** purposes. An explanation of how the photograph, film or story will be used needs to be provided.

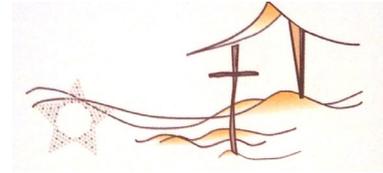
- u) Protect the privacy of children by only sharing confidential information as absolutely required in accordance with their role at *SM* (or in accordance with legal obligations).
- v) Plan, organise and review all activities with children, be committed to identifying and mitigating risk to children's safety, and comply with *SM*'s Risk Management Policy and Framework.

4. Consequences for breaching the Child Safeguarding Code of Conduct:

- 4.1 A breach of this Code will constitute misconduct and **SM** may take appropriate disciplinary action which may include (however is not limited to), guidance or specialised help, education or training, transfer to other duties, counselling, and / or suspension, termination or dismissal from employment, service, or involvement with **SM**.
- 4.2 Suspected breaches of this Child Safeguarding Code of Conduct which constitute child abuse or harm, must be reported to the Centre Manager, who will immediately notify the **SM** Chairperson and the SOSJ Professional Standards Officer. The Chairperson of the **SM** will notify the Congregational Leadership Team.
- 4.3 Any person who in good faith, raises a complaint or discloses an allegation of child abuse will not be disadvantaged or prejudiced and will be protected from victimisation.
- 4.4 Allegations that a person listed at 2.2 of this policy has breached this Code, will be dealt with in accordance with the Safeguarding Complaints Handling Policy and Reporting Procedure. Reports may also be made to external regulatory authorities or the police.
- 4.5 **SM** has full discretion to put in place safety management plans or take disciplinary action where it forms a reasonable belief that doing so is necessary for it to ensure the health and safety of persons listed at 2.2 of this policy, or children in its care, or the general public.

5. Record keeping:

- 5.1 The Child Safeguarding Code of Conduct is to be acknowledged, read, and signed by all persons listed at 2.2 of this policy.
- 5.2 The Centre Managers shall be responsible for ensuring **SM** lay employees have signed the Child Safeguarding Code of Conduct upon commencement and this is recorded on the staff database.



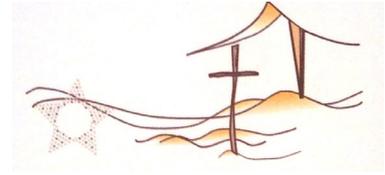
- 5.3 The Centre Manager of each **SM** Ministry shall be responsible for completing the register in relation to all volunteers, Clergy and / or other people who are associated or representing **SM**. These records shall be retained for fifty (50) years and then destroyed, as aligned with the Safeguarding Information Sharing and Record Keeping Policy.
- 5.4 All persons listed at 2.2 of this policy, shall be required to renew their signature to the Code every three years and / or when the policy document is revised and renewed.

6. Review:

- 6.1 This Code should be reviewed every three (3) years or as needed.
- 6.2 The Chair of the **SM** Board or her/his delegate will be responsible for ensuring the reviewing and approval of this Code.

7. Related policies, procedures, documents and legislation:

- 7.1 This Code should be read in conjunction with the following related documents:
- (a) Child Safeguarding Policy
 - (b) Child Safeguarding Commitment Statement
 - (c) Safeguarding Complaints Handling Policy and Reporting Procedure
 - (d) Safeguarding Information Sharing and Record Keeping Policy
 - (e) Integrity in the Service of the Church
 - (f) Integrity in Ministry



Policy Name:	Child Safeguarding Code of Conduct
Responsible person	Chair of the SM Board
Approval Authority:	Spirituality Ministry
Approval Date:	17 December 2021
Review Date:	17 December 2024

Board SM approval date: 17th December 2021

Signature:

Printed Name:

Signature:

Relationship with SM:

Date:
