

# Anglican Diocese of Melbourne

## Code of Conduct for Child Safety

Plain language version – 20 October 2021

### About this document

This document was written by the Anglican Diocese of Melbourne. This is our Code of Conduct for Child Safety.

You must follow the Code of Conduct if:

- you work in the Anglican Diocese
- you need a clearance for ministry
- you need a clearance for service.

You'll need these clearances if you work with children under the age of 18.

The Code of Conduct includes information from Section 3 and Section 5 of 'Faithfulness in Service'. 'Faithfulness in Service' is adopted by the General Synod of the Anglican Church of Australia.

Our Code of Conduct reflects our commitment to:

- make safe communities for children
- our pastoral, biblical, legal and moral responsibilities.

### You must follow the Code of Conduct

You must follow the code if you work with children. We expect everyone to follow the code, even if they have not referred to the code before.

The code helps us decide if:

- your conduct makes you unfit for a role with us
- you should be subject to any condition or restriction
- you need guidance and specialised help and training.

We can take disciplinary action if:

- you do not follow the Code of Conduct
- you do not follow the rules of the Church
- you breach your employment contract.

## Who checks that you follow the Code of Conduct?

The Diocese's Scheme Corporation, Kooyoora Ltd, and the Melbourne Anglican Diocesan Corporation help to make sure:

- the Code of Conduct is shared with people who work with children
- everyone understands and follows the Code of Conduct
- everyone follows legislation under the Victorian Government and the Commonwealth of Australia to work safely with children.

Kooyoora is the Office of Professional Standards for the Diocese.

## Standards

There are 15 standards in our Code of Conduct.

## Things you must do

You must:

1. be aware of and meet the standards of this Code
2. take steps to make sure children are safe when they are in your care
3. report risk of harm or suspected risk of harm of a child to Victoria Police, Child Protection and Kooyoora
4. report abuse or suspected abuse of a child by a person in authority within the Church to Victoria Police, Child Protection and Kooyoora
5. complete clearance checks and attend training in child safety approved by the Diocese take proactive steps to prevent child abuse risks in your role.

## Things you must not do

6. You must **not**:
7. abuse children
8. administer corporal punishment to a child
9. give children prohibited material, except wine in Holy Communion service
10. penalise, discriminate or take action against any member of the Church because they follow the Code.

## Standards for vicars and person in authority within the Church

11. You must make sure that everyone under your direct or indirect supervision, who works with children, is aware of the code and understands the code.
12. You must make sure that:
  - you maintain proper systems to keep children safe in the Church's pastoral ministry
  - everyone complies with all applicable requirements of
    - the civil authorities
    - the Church authority
    - the Church body
  - everyone under your direct or indirect supervision, who works with children
    - complies with all civil and Church screening and selection requirements
    - receives regular training in safe ministry and child protection in line with the Victorian Child Safe Standards
    - is aware of the provisions of this Code relating to children.
13. You must consult Kooyoora before you allow a person who is currently charged with or convicted of an offence against a child to participate in church activities.

Kooyoora will:

  - ensure that a risk assessment is undertaken
  - be satisfied that no child will be at risk of harm.
14. Everyone must read and sign the Diocese's Child Safety Statement of Commitment before working with children.
15. Everyone must follow the Diocese's Child Safety Guidelines in observing when you follow the standards in this Code.