

# Safeguarding Children, Young People and all Vulnerable Persons Code of Conduct Declaration



**Clergy, employees and volunteers are required to sign the Safeguarding Children, Young People and all Vulnerable Persons Code of Conduct Declaration upon their commencement and annually to coincide with the completion of annual child safety and vulnerable persons training requirements (see the 'Safeguarding Training' section of this policy).**

**The completion of the Child Safety Code of Conduct Declaration is a requirement of a person's engagement within a Catholic Archdiocese of Melbourne parish, agency or entity.**

**Failure to submit this declaration is a serious matter and may incur disciplinary action for employees or inability to continue in a volunteer capacity.**

Archdiocesan clergy, employees and volunteers are committed to upholding a duty of care to all children, young people and vulnerable persons and taking all reasonable steps to protect children, young people and all vulnerable persons from all forms of abuse and harm. At the Catholic Archdiocese of Melbourne, clergy, employees and volunteers commit to safeguard the health and wellbeing of children, young people and all vulnerable persons by:

## **Keeping them safe from abuse and harm**

- Not engage in any form of child abuse or harm including emotional, physical and sexual abuse or neglect.
- Avoid any form of physical punishment or degrading, cruel, frightening or humiliating treatment.
- Ensure that physical contact is appropriate, non-intrusive and not sexual in nature.
- Avoid developing relationships with children and young people that can be construed as favouritism and/or grooming.
- Use respectful language and tone when communicating with children, young people and all vulnerable persons by avoiding language that harms, discourages, frightens and humiliates them
- Avoid language that is sexual, discriminatory and racist in nature including suggestive humour, jokes or innuendo.

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## **Creating a physically and psychologically safe environment**

- Ensure that an adult is never alone with a child or young person and they do not seek to make contact with a child or young person that places them at risk of abuse
- Ensure that children and young people in your care are appropriately supervised at all times.
- Use fair, respectful and developmentally appropriate strategies to guide the behaviour of children and young people in a positive manner.
- Ensure that photographs or videos of children and young people are taken with the consent of parents or guardians within the context of the parish, agency or entity activity.
- Use social media and digital communication in a manner that does not exploit or place children and young people at risk.
- Act to remove and/or minimise any physical or environmental risks that could adversely impact children, young people and all vulnerable persons.
- Not consume alcohol or illicit drugs before or while engaging in the care of children, young people and all vulnerable persons or being adversely affected by prescription medication.
- Not supply alcohol and drugs to children and young people.
- Immediately notify management if charged or convicted with a criminal offence (if subject to a criminal history record check in relation to your involvement with a CAM parish, agency or entity).

## **Supporting cultural safety and inclusion**

- Promote the safety, participation and empowerment of children, young people and all vulnerable persons.
- Support the inclusion of children, young people and all vulnerable persons with a disability; from culturally and linguistically diverse backgrounds; same-sex attracted, intersex and gender diverse children, young people and all vulnerable persons; and Aboriginal and Torres Strait Islander children and young people.

## **Promoting respectful relationships**

- Engage in positive and respectful interactions with children, young people and all vulnerable persons that uphold their rights and dignity.
- Listen to and respect the views of children, young people and all vulnerable persons.

## **Taking action to safeguard children, young people and all vulnerable persons**

- Listen to and respond supportively to the concerns of children, young people and all vulnerable persons in relation to their safety.
- Report any child safety concerns, reports or disclosures to relevant statutory child protection authorities (e.g. Child Protection (DHHS), Victoria Police) and the Professional Standards Unit, consistent with the requirements of this Policy. In the case of other vulnerable persons report

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concerns or disclosures to the relevant authority which may be, in the first instance, the Parish Safeguarding Committee.

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I have read, and agree to abide by, the Child and all Vulnerable Persons Safety Code of Conduct when engaged with children, young people and all vulnerable persons within the Catholic Archdiocese of Melbourne.

Declaration		
Name (please print)	Signature	Date
		/ /
Address:		
Name of witness (please print)	Signature	Date
		/ /



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

Version 1: July 2019  
Professional Standards Unit  
psu@cam.org.au

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