



# WCP

## Safeguarding Code of Conduct for Children and At-Risk Persons

This code of Conduct outlines appropriate standards of behaviour by adults towards children and at-risk persons. It aims to protect children and at-risk persons, to reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and at-risk persons and how to avoid or better manage difficult situations. All staff and volunteers are required to comply.

This Code of Conduct is not intended to cover those activities where the child or and at-risk persons is under the direct care and supervision of a parent, guardian or Carer.

All staff and volunteers of our Parish are responsible for promoting the safety and wellbeing of children, young people and at-risk persons by:

- Adhering to our **Safe Guarding policy**, and other policies, at all times taking all reasonable steps to protect children and at-risk persons from abuse.
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children/at-risk persons and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way
- Modelling appropriate behaviour
- Listening to children and at-risk persons, responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns, contact Sonni La Motte-Schubert 0434 179 411
- Ensuring that adults are not left alone with a child and at-risk persons and are within clear lines of sight.
- **Working with children and at-risk persons in an open and transparent way** – other adults should always know about the work you are doing with children and at-risk persons
- Respecting the privacy of children/at-risk persons **and their families, and only disclosing information to people who have a need to know.**

### Promoting appropriate behaviour by children:

Where a child's/at-risk persons behaviour is disruptive, appropriate steps may include:

- Directing other children away from dangerous or disruptive situations
- Discussing the behaviour with the child / at-risk persons, and asking him or her to stop
- Giving the child at-risk persons / an opportunity to explain his/her behaviour
- Discussing the consequences of the behaviour with the child/at-risk persons
- Asking for assistance from other adults
- Removing the child/at-risk persons from the activity to another supervised environment

- If the behaviour continues, calling the child's/ at-risk persons parent/guardian and asking them to remove them from the activity.

### **Staff and volunteers must NOT:**

- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Seek to use children/at-risk persons in any way to meet the needs of adults
- Put children/ at-risk persons at risk of abuse, for example, by locking doors
- Develop any 'special 'relationships with children/ at-risk persons that could be seen as favouritism, for example, inappropriate attention, the offering of gifts or special treatment for specific children/ at-risk persons
- Initiate unnecessary physical contact with children/ at-risk persons or do things of a personal nature that children / at-risk persons can do for themselves, such as toileting or changing clothes
- Use prejudice, oppressive behaviour or inappropriate language with children/ at-risk persons
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Express personal views on cultures, race or sexuality, in the presence of children/ at-risk persons
- Engage in open discussions of a mature or adult nature in the presence of children/ at-risk persons
- Exchange personal contact details, for example, a phone number, social networking or email address with children/ at-risk persons

### **Working with Children Checks**

Please note that holding a current WWC Check does not imply that a person is suitable to care for children. Clergy, parish staff, volunteers and parents should not discount the value of their instincts or observations.

### **Use of the internet/Electronic devices:**

- All parish or diocesan internet services, and particularly those which may be used by children/ at-risk persons or young people, should have appropriate filtering devices in place. If using services provided by other organisations, ensure that filtering devices are in place.
- Do not have unauthorised contact with children/ at-risk persons and young people online or by phone

### **Medical Conditions: regardless of medical forms completed previously**

- You should **always ask parents/guardians, Carers**, prior to the commencement of any activity, whether their child/ at-risk persons has any medical condition of which you should be aware, for instance, asthma, allergies, or anaphylaxis and what particular care is required.
  - If you are caring for a child/ at-risk person who are at risk of anaphylaxis, a parent/guardian, Carer might agree to remain with the child during the activity
  - Some carers who regularly care for children/ at-risk persons, at risk might choose to undergo appropriate training.

**Collection of Children / at-risk persons:**

At the conclusion of activities, release children/at-risk persons only into the care of a parent/guardian, carer or person with the written permission of the parent, carer or guardian. Under no circumstance should you take a child or at-risk persons home at the end of an activity.

**Review of Code of Conduct:**

This Code of Conduct is intended to be a living document. We will review this document regularly and we welcome any comments or suggestions for improvement.

**Emergency Procedures:**

- Ensure that a telephone is available at all times. If you are using a mobile, check that it is properly charged and assess whether you are likely to be in range for emergency calls to **000**. If using an out-of-range mobile, dial **112** for emergency access through another mobile phone network, if one is available.
- A First Aid Kit should be accessible. Familiarise yourself with the location of First Aid Kits and know who is trained in First Aid and available to respond in an emergency.

I have read this Code of Conduct and agree to abide by it at all times.

Name .....

Signature .....

Date .....