



HOLY FAMILY PARISH

Integrating the Catholic Communities of West Footscray
Maidstone & Braybrook in the Archdiocese of Melbourne

www.hfp.org.au

Safeguarding Children and Young People

Code of Conduct

December 2017

The Holy Family Parish, is a community of followers of Jesus Christ within the Catholic Church in Melbourne. We

- *receive the love of God our Father made present in Jesus his Son, and*
- *share this loving presence with others.*

Responding in faith to God's word, we are gathered together by Christ in the celebration of the Eucharist and the other Sacraments. We worship God and receive the divine life of the Spirit, which empowers us to carry Christ's saving truth and love into the world around us.

We are called:

- *to **FAITH-FILLED LOVE** of God, and of every human being, made in God's image;*
- *to accept, by our lives of faith, hope and love, God's gift of **ETERNAL LIFE**, and to be his instruments in helping others accept that same gift;*
- *to **WELCOME** all people, valuing the individual gifts of each one;*
- *to offer worship together, marked by **PRAYERFULNESS, BEAUTY AND PARTICIPATION**;*
- *to grow in **PRAYER, CHARITY AND HOLINESS** in our daily lives;*
- *to contribute our **GIFTS, TIME AND TALENTS** to our parish community;*
- *to build **COMMUNION** of faith and love within the Church, in union with our Pope and Bishops;*
- *to **REACH OUT** to all people in their material and spiritual needs;*
- *to **SHARE THE GOSPEL** with all people;*
- *to sow the seeds of **CHRIST'S KINGDOM** in this world, looking forward to the world to come.*

Purpose:

This Code of Conduct has a specific focus on safeguarding children and young people at Holy Family Parish against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at Holy Family Parish is expected to actively contribute to a Parish culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All staff, volunteers, contractors, clergy and members of the parish pastoral council, finance committees and sub-committees are responsible for supporting the safety of children by:

- adhering to the parish's child safe policy accessible on the website
- taking all reasonable steps to protect children from abuse
- treating everyone in the parish community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to any member of the parish child safety team – Child Safety Officer and Parish Priest must be informed
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the Parish Priest and Child Safety Officer
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the necessary authorities (Triple Zero (000)), Parish Priest and Vicar General

Unacceptable behaviours:

Staff, clergy, contractors, volunteers and members of the parish pastoral council, finance committees and sub-committees must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, religions, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- initiate social contact with a child or their family outside of their regular activity without informing their designated adult group leader
- have any online contact with a child
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at parish activities or events in the presence of children.

I confirm I have read, understood and have been provided with a copy of the above Code of Conduct.

Print Name _____ Signature _____ Date: _____