



## HCVC Child Safety Code of Conduct

*To be completed by all employees, contractors, elders, board members, leaders, interns and volunteers involved in the areas of children and youth at High Country Vineyard Church. A copy is to be kept by the staff member and on church file.*

### Our standard of conduct

The framework on which the following standards are based combine our core values and beliefs with relevant laws. This document should be read in conjunction with our other policies and procedures.

You are expected to:

#### 1. Stay connected

- Be in the pursuit of living a life pleasing to God, through personal relationship with Him.
- Be connected and invested in church community life.

#### 2. Be faithful

- Endeavour to live a life of good character. You are expected to deal appropriately with personal issues which may affect your ability to lead others.
- Minister in accordance with our vision and mission, and core values and beliefs.
- Endeavour to pray regularly for HCVC, our leadership and the people to whom you minister and with whom you serve.
- Be faithful to ministry commitments, team and other meetings and policy requirements, including being respectful to others by being punctual.
- Actively seek to strengthen your skills and understanding in areas of ministry in which you serve.

#### 3. Bring honour

- Set a good example for others and represent HCVC well both when engaged in HCVC activities and in your personal life.
- Always act in accordance with HCVC's policies, procedures and guidelines.
- Be a collaborative and empathetic team member always trying to create a safe, efficient and effective working environment.
- Advise a Pastor if you are charged with, or convicted of, a criminal offence.
- Avoid any conflict between your private interests and your role at HCVC. It is not appropriate for you to use your position at HCVC for personal gain or advantage. You must declare to your supervisor any personal interest which could be construed as conflicting or potentially conflicting with your role at HCVC.

#### 4. Act with integrity

- *Gifts.* Not solicit or accept gifts or benefits in connection with your role which might compromise or be seen to compromise the integrity or reputation of HCVC.
- *Confidentiality.* Protect the privacy of others. You are expected:



- Not to share with anyone confidential information received in the context of pastoral ministry without the consent of the person who provided it unless the disclosure is required by law or is clearly in the public interest (such as to avoid the risk of serious injury or harm to others).
- To maintain and preserve records and ministry documentation in accordance with our policies and procedures.
- *HCVC's information and ownership rights.* Respect HCVC's rights. You are expected:
  - Not to disclose to anyone information confidential to HCVC. This is information we tell you is confidential, by its nature is confidential or which you know or ought to know is confidential.
  - To respect HCVC's intellectual property rights.
- *Copyright of others.* Respect the copyright of others. When engaged in HCVC activities, you are expected:
  - To comply with all copyright licence conditions applying to software and other intellectual property rights acquired or used by you or HCVC.
  - Not to use software or other intellectual property rights e.g., music, songs or digital media, unless you or HCVC has a legitimate right to do so.
- *Property.* Respect and be good stewards of HCVC property including buildings, equipment and supplies. You are expected to:
  - Keep clean and tidy office and ministry areas under your responsibility.
  - Report damage and supply shortages to the appropriate person (and, where appropriate, take responsibility for repairing or replacing damaged items).
- *Social media.* Be circumspect when commenting on social media platforms. You are expected to:
  - Obtain approval from a Pastor before making a statement on a social media platform which could be construed as expressing the view of HCVC on a political or social issue.
  - Be circumspect when expressing your personal views on social media platforms on political or social issues, ensuring it is clear they are your personal views and the reputation of HCVC is not jeopardised by your comments.
- *Internet and email.* You are expected to:
  - Always use respectful language and not make comments which could be construed as gossip, harassment, defamatory, discriminatory or threatening.
  - Not access the email records of others unless expressly authorised to do so by a Pastor or the person whose records you access.

## ACCEPTABLE BEHAVIOURS

Child safety and wellbeing is the responsibility of all HCVC staff. Appropriate behaviour is essential for ensuring that children and young people are protected from child abuse and harm.

### All HCVC Staff will:

1. Uphold HCVC's Statement of Commitment to child safety at all times;
2. Act in accordance with HCVC's child safety and wellbeing policies and procedures at all times;
3. Promote the safety, welfare and wellbeing of children and young people;
4. Behave respectfully, courteously and ethically towards children and their families and toward other staff;



5. Listen and respond to the views and concerns of children and their families, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well;
6. Promote the human rights, safety and wellbeing of all children;
7. Demonstrate appropriate personal and professional boundaries;
8. Consider and respect the diverse backgrounds and needs of children;
9. Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
10. Participate and engage in all induction and training obligations required by HCVC and identify personal deficits in knowledge regarding child safety and communicate these deficits to the CSO or Pastor.
11. Involve children in making decisions about activities, policies and processes that concern them wherever possible;
12. Contribute, where appropriate to HCVC's policies, discussions, learning and reviews about child safety and wellbeing;
13. Identify and mitigate risks to children's safety and wellbeing as required by HCVC's risk assessment and management policy or process;
14. Respond to any concerns or complaints of child abuse or harm promptly and in line with HCVC's policy and procedure for receiving and responding to complaints;
15. Report all suspected or disclosed child abuse or harm as required by any relevant legislation and by HCVC's policy and procedures for internal and external reporting;
16. Comply with legislation and HCVC's policies and procedures in relation to record keeping and information sharing;
17. Notify the CSO or Pastor of HCVC immediately if a complaint or allegation regarding child safety has been made against them, including outside the ordinary course of their employment;
18. Ensure that the government regulator of any WWCC or other required clearance registers HCVC on their WWCC and causes any adverse or negative notices to be provided to HCVC.

**All HCVC Staff will not:**

1. Engage in any unlawful activity towards, against, with or in the presence of a child, or threaten to engage in such conduct;
2. Engage in any form of child abuse or harm towards, against, with or in the presence of a child, or threaten to engage in such conduct;
3. Discriminate against any child or their family members or engage in conduct towards or in the presence of a child or young person that suggests contempt, ridicule or intolerance, including in association with their race, culture, gender, sexuality, disability or religion;
4. Engage in oppressive or threatening behaviour toward a child or young person;
5. Be alone with a child;
6. Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian provides consent or unless required to do so by HCVC's policy and procedure on reporting;
7. Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material;
8. Work with children under the influence of alcohol or prohibited drugs, or prescription drugs which have an adverse effect on the person's duty of care to a child or young person;
9. Post or publish any information about a child or young person online, including personal information such as their name, age, email address, telephone number, photographs or videos;
10. Ignore or disregard any suspected or disclosed child abuse or harm.

If any HCVC staff believe that this Child Safety Code of Conduct has been breached by another person they will:

1. Act to prioritise the best interests of children and young people;
2. Take actions promptly to ensure that children and young people are safe;
3. Promptly report any concerns to HCVC’s CSO or Pastor;
4. Follow HCVC’s policies and procedures for receiving and responding to complaints and concerns;
5. Comply with all required legislative requirements on reporting and with HCVC’s policy and procedure on internal and external reporting including the Child Safety Policy and Procedures.

**Breach of Child Safety Code of Conduct or Policy**

Breaches of this Child Safety Code of Conduct may result in disciplinary action including the termination of a person’s engagement or employment with HCVC. Allegations of misconduct involving children will be managed in accordance with any relevant Reportable Conduct Scheme and may be the subject of a referral to Police or other government authority.

**DECLARATION**

Staff member details	
Name	
Position	
Phone number	
Email	
Address	

Referees <i>(someone to whom you are not related, and you have known for at least five (5) years)</i>			
Referee #1		Referee #2	
Name		Name	
Phone number		Phone number	
Email		Email	

If at any time I wish to withdraw from my work in children’s and/or youth ministry at HCVC, I will advise the CSO or Pastor verbally or in writing of my intent to withdraw from this position. I understand that my declaration and applications will be kept on file for evidence of compliance.

Signed	
Print full name	
Date	

