



Missionary Society of St Paul (Australian Province) Safeguarding Children and Young People - Code of Conduct

1. BACKGROUND & CONTEXT

The Missionary Society of St Paul (MSSP) is committed to fostering a culture of safety and care for children and vulnerable adults who come into contact with the MSSP and its works in Australia. The MSSP unequivocally commits to promoting the dignity and integrity of every person. To meet this commitment, this Code of Conduct has been developed in consultation with relevant parties. The provision of a safe and supportive environment is essential to ensure that our members, employees, volunteers and those with whom they work are affirmed in their dignity and worth as people.

2. PURPOSE & SCOPE

This Code of Conduct applies to all MSSP priests and brothers, all paid employees, volunteers under the auspice of the MSSP and contractors. The safety of children and vulnerable adults is core to the Society's mission and is reflected in this Code of Conduct. The Code of Conduct has been developed to complement the MSSP Safeguarding Children and Young People Child Safety Policy and procedures and should be read in conjunction with relevant legislation, policies and procedures.

3. WHEN DOES THE CODE APPLY?

The Code of Conduct applies to all MSSP priests and brothers, paid employees, volunteers and contractors:

- a) in the performance of their duties
- b) during MSSP activities and at MSSP -related events (whether convened by the MSSP or not,)
- c) when their association with the MSSP is identifiable (eg: while using Facebook from a personal computer in personal time if the MSSP is listed on Facebook as the employer).

4. STANDARDS OF CONDUCT

In performing their duties, it is expected that all MSSP priests and brothers, and all their employees, volunteers and contractors will support the core values of the MSSP and have a responsibility to meet the high standards of professional and ethical behaviour expected. MSSP priests and brothers, their employees, volunteers working under the auspice of the MSSP and contractors must comply with legislative requirements, with this Code and any policies and procedures that are implemented by Australian church authorities including *Integrity in Ministry - A document of principles and standards for Catholic Clergy and Religious in Australia* and *Integrity in the Service of the Church - A resource document of principles and standards for lay workers in the Catholic Church in Australia*

- 4.1.1 Respectfully listen to and receive information and suggestions from others in a collaborative way
- 4.1.2 Make well-considered justifiable decisions, especially where they may have an adverse impact on others
- 4.1.3 Report suspected unethical behaviour or wrong-doing by another to an appropriate person or in accordance with the MSSP's procedure for reportable conduct
- 4.1.4 Admit and take responsibility for their mistakes and work to rectify problems as quickly as possible
- 4.1.5 Engage in genuine dialogue with other personnel and stakeholders through transparent, open, honest and consistent communication and consultation
- 4.1.6 Be accountable in all work that they do and act with authenticity, sincerity and integrity
- 4.1.7 Perform duties diligently, ethically and conscientiously
- 4.1.8 Not use their position for advantage or personal gain
- 4.1.9 Avoid any conduct, including alcohol or substance abuse or misuse, which would adversely affect their work performance
- 4.1.10 Act equitably, fairly and reasonably and treat others with honesty, respect, courtesy, sensitivity and compassion
- 4.1.11 Behave and communicate in a manner that does not intimidate, offend, degrade or humiliate, and which does not harass, sexually harass, unlawfully discriminate or bully
- 4.1.12 Maintain a respectful, co-operative and collaborative approach to all working and work-related and pastoral relationships.

5. SAFEGUARDING MINORS AND VULNERABLE ADULTS

The safeguarding of children and vulnerable adults is fundamental to our work. It underpins all decision making and we are committed to giving children and vulnerable adults a voice.

Acceptable Behaviours:

All MSSP priests and brothers, their employees, volunteers and contractors have a responsibility to:

- 5.1.1 Treat all children and vulnerable adults with respect regardless of their race, colour, gender, language, religion, opinions, nationality, ethnicity, social origin, property, disability, sexual orientation or other status
- 5.1.2 Use language or behaviour that is appropriate and in no way harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- 5.1.3 Use computers, mobile phones, video cameras, cameras and social media appropriately and not as a means to exploit, harass or place children and vulnerable adults at risk
- 5.1.4 Obtain informed consent before photographing, filming or audio-recording others. An explanation of how the photograph, film or recording will be used must be understood by all parties involved
- 5.1.5 Report suspected unethical behaviour or wrongdoing by another to an appropriate person or in accordance with the MSSP's procedure for reportable conduct

- 5.1.6 Always adhere to the Society's Child Safe Policies and protocols and uphold the Society's 'Statement of Commitment to Child Safety' (Commitment Statement 1)
- 5.1.7 Take all reasonable steps to protect children and vulnerable adults from abuse and harm
- 5.1.8 Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child
- 5.1.9 Ensure as far as practicable that an adult is not alone with a child
- 5.1.10 Report any allegations of child abuse to the police (Commitment Statement 4)
- 5.1.11 Understand and comply with all reporting obligations as they relate to mandatory reporting, reporting under the Crimes Act 1958 (Vic.) and reporting under the Reportable Conduct Scheme.

Unacceptable Behaviours:

All MSSP priests and brothers, and their staff, volunteers and contractors must not:

- 5.2.1 Ignore or disregard any suspected or disclosed child abuse
- 5.2.2 Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- 5.2.3 Exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- 5.2.4 Put children at risk of abuse (for example, by locking doors or being alone with a child with no good cause)
- 5.2.5 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
- 5.2.6 Manage disruptive or unsafe behaviour by degrading or isolating a child; corporal punishment is never acceptable. Physical restraint should only be used as a last resort or in an emergency
- 5.2.7 Engage in open discussions of a mature or adult nature in the presence of children (for example, personal details or social activities)
- 5.2.8 Use inappropriate language in the presence of children
- 5.2.9 Have any online contact (including by social media, email, instant messaging etc.) with a child or their family who is/are not family or socially related (unless necessary e.g. by providing families with e-newsletters)
- 5.2.10 Exchange personal contact details such as phone number, social networking sites or email addresses with a child or their family who is/are not family or socially related



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CODE OF CONDUCT DECLARATION

I, _____, have read, understand and agree to abide by the Code of Conduct of the MSSP and understand that compliance with this Code of Conduct is a condition of my employment, engagement or volunteer work. I understand that a breach of this Code of Conduct may be grounds for disciplinary action or in the case of serious misconduct, termination of employment or the cessation of engagement with the MSSP.

Signed this _____ day of _____, 20____.
