

Code of Conduct

1. In relation to **people, property and language**, staff and volunteers respect and acknowledge that they:

- a. Must be responsive and courteous to others and avoid improper use of their position.
- b. Must promote the participation and empowerment, education and awareness regarding safety of vulnerable people, recognising that attention needs to be given to Aboriginal and Torres Strait Islander children and other vulnerable groups.
- c. Must avoid discriminatory and /or harassing treatment of others and must not use inappropriate or crude language in the presence of, or towards others.
- d. Must always demonstrate integrity and act in a manner consistent with being a QBY&YA representative.
- e. Must not make any sexual or crude innuendos such as suggestive looks, comments, jokes, sounds, display visuals, words, acts or gestures towards any individual/s.
- f. Must respect privacy and protect the confidential information of others, subject to complying with the reporting requirements of this Strategy and to also comply with any other obligations under the law.

2. In relation to **behaviour, supervision and communication**, staff and volunteers acknowledge that they:

- a. Must comply with QBY&YA practices for managing group sizes, ratios, enrolments, sign in/out procedures, toileting/nappy change, injury and illness management and collection procedures.
- b. Must comply with the QBY&YA's practices for positively guiding behaviour, photography and complaint handling.
- c. Will listen carefully and consider respectfully the input from vulnerable people concerning decisions affecting them and what makes them feel safe or unsafe.
- d. Must comply with the QBY&YA's guidelines for the use of electronic communication and social media (see Guidelines for using Electronic Communication in Ministries involving Vulnerable People).
- e. Must not be alone with vulnerable person where they cannot be seen by other QBY&YA workers.
- f. Must not take a vulnerable person to their home or visit a vulnerable person in their home unless the visit is part of a QBY&YA approved organised

- activity for the group or in the company or written consent of the child's parents/guardian.
- g. Must not drive a vulnerable person. If extreme circumstance exists, this should occur with 2 staff/volunteers and after gaining permission from child's parents (where it involves a child) and a QBY&YA leader in a direct position of responsibility.
 - h. Must not commit any sexual offence, sexual misconduct committed against, with or in the presence of a vulnerable people (including a child pornography offence) or any assault, ill treatment of or neglect of a vulnerable person or any behaviours that causes psychological or other harm to a vulnerable person.
 - i. Must not attempt to do any of the things described above or do any act in preparation of doing any of the things described above.
 - j. Must not engage in any communication via electronic or other means that would be in breach of this policy.
3. In relation to **physical contact**, staff and volunteers acknowledge that they:
- a. Must comply with the QBY&YA's protocols for injury management.
 - b. Must not touch any person in a way that is inappropriate to the situation, or uncomfortable or confusing to the receiver.
 - c. Will only console (if a vulnerable person is distressed and needs to be consoled) if this is with the permission and or welcomed by the vulnerable person.
 - d. Will only console a vulnerable person of the same gender and with another staff or volunteer within sight.
4. In relation to **pastoral care** staff and volunteers acknowledge that they:
- a. Will not step beyond their level of competency or training.
 - b. Will not encourage vulnerable people to keep things hidden from their parents, guardians or other leaders.
 - c. Will avoid providing pastoral care for members of the opposite sex where possible.
 - d. Will always provide pastoral care in an open area in view of others, never in a closed room.
 - e. If a vulnerable person makes a disclosure regarding any kind of harm, this disclosure must be reported to the QBY&YA Ministry Leader but must not be revealed to any person, except as required by this policy or the law.
5. In relation to **pornography and sexuality**, staff and volunteers acknowledges that:
- a. They recognise it is inappropriate to access or view pornography.
 - b. They will not display, discuss or distribute pornography to other adults or vulnerable people.

- c. The sexuality of staff must be under the guidelines and Lordship of Christ.
 - d. They will dress modestly, and not sexually suggestive, and clothing will be without slogans contrary to Christian principles.
6. In relation to **Workplace Health & Safety**, staff and volunteers acknowledge that they:
- a. Must comply with risk management plans that are required and in place for high risk activities or special events.
 - b. Must not put themselves or others in danger.
 - c. Must not intentionally or recklessly interfere with or misuse anything in the interests of safety.
 - d. Must follow the Queensland Baptist's Workplace Health & Safety policies and procedures and encourage others to do the same.
 - e. Must follow the Queensland Baptist's COVID Safe Plan and encourage others to do the same.
 - f. Staff must use all safety devices including knowing the location of first aid kits and fire extinguishers and should know the identity of the first aid attendant in their area.
 - g. Staff must report all incidents and accidents.
7. In relation to **Blue Cards**, staff and volunteers will:
- a. Hold a current Blue Card.
 - b. Stand down from duties immediately if they:
 - i. receive a negative notice or is a known disqualified person.
 - ii. have their blue card or exemption card cancelled or suspended.
 - iii. have their blue card application withdrawn.
 - iv. receive a notification in relation to a serious change in criminal history.
 - c. Immediately advise and Blue Card Services if there is a change to their police information (the maximum penalty for failing to report to Blue Card Services a change in your police information is \$13,345 - 100 penalty units).
8. In relation to **Restricted Persons and Restricted Employment**, staff and volunteers acknowledge that:
- a. From 31 August 2020, you cannot start or continue in 'Restricted Employment' if you are a 'Restricted Person.' The maximum penalty is \$66,725 (500 penalty units) or 5 years in prison.
 - b. A Restricted Person is a person who:
 - i. has been issued a negative notice, or
 - ii. has a suspended blue card, or
 - iii. is a disqualified person, or

- iv. has been charged with a disqualifying offence which has not been finalised.
 - c. Restricted Employment refers to particular exemptions which allow a person to work with children without a blue card, such as:
 - i. a volunteer parent;
 - ii. a volunteer who is under 18;
 - iii. paid or unpaid staff who work in child regulated employment for not more than 7 days in a calendar year; or
 - iv. a consumer at a child-related service outlet where they also carry out work at the outlet.
 - d. If they are a Restricted Person, they will not start or continue to work in Restricted Employment. If they currently work in Restricted Employment at time of re/signing the Code of Conduct, they will immediately stop or they will be breaking the law and can be prosecuted.
 - e. If they are a Restricted Person, they do not need to tell the QBY&YA the reason why they are no longer able to work. However, they will immediately stop working for the QBY&YA as this would be committing a prosecutable offence.
- 9. QBY&YA is committed to maintaining an **illegal drug and alcohol-free environment** with vulnerable people. Staff and volunteers acknowledge that:
 - a. The consumption, sale of or being under the influence of alcohol or illegal drugs while working with vulnerable people (other than properly prescribed and administered drugs) will result in dismissal and possibly a report to the police.
 - b. Consumption of cigarettes/tobacco is also prohibited at any QBY&YA activities and events.
- 10. In relation to this **Strategy**, staff and volunteers agree to:
 - a. Comply with all aspects of the Strategy
 - b. Participate in training provided by QBY&YA and for which the QBY&YA leadership requests their participation
 - c. Report any suspected breaches of this Code of Conduct and/or this Strategy to the QBY&YA Ministry Leader (or QB Safety Officer) immediately.
 - d. Take careful written records of any suspected breaches for future reference.
 - e. Not make a report which is false, vexatious or malicious.

Declaration

I agree to abide by this Code of Conduct and understand that breaches of this Code may lead to disciplinary action.

Name: _____ Signature: _____

Date: _____