



Spirituality Ministry of the Sisters of St Joseph

Child Safeguarding Code of Conduct



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Spirituality Ministry of the Sisters of St Joseph

ACN 144 962 774

Mission Statement

In the spirit of St Mary MacKillop of the Cross, the Spirituality Ministry of the Sisters of St Joseph serves groups and individuals seeking a place that nourishes “spirit” offering spiritual refreshment, renewal, quiet, beauty, peace, and relaxation.

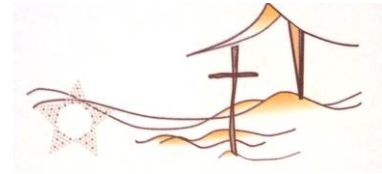
1. Introduction:

- 1.1 The Spirituality Ministry of the Sisters of Saint Joseph (**SM**) are actively committed to fostering a culture of safeguarding that recognises and upholds the dignity and rights of all children.
- 1.2 **SM** has a zero tolerance for child abuse. **SM** will be guided by its Child Safeguarding Commitment Statement and broader values and strategic vision.
- 1.3 **SM** commits to establishing a safe environment and supportive relationships for all with whom we have contact. This Child Safeguarding Code of Conduct (**Code**) is one strategy used to achieve our following objectives:
 - (a) the safety of children during all engagement and / or interaction with **SM**;
 - (b) the recruitment of suitable Workplace Participants for direct contact with children; and
 - (c) clear expectations for all people associated with or representing **SM** in their physical and online interactions with children.
- 1.4 This Code should be read in conjunction with **SM's** Child Safeguarding Policy and Child Safeguarding Commitment Statement. The terms used in this Code are defined in the Child Safeguarding Policy.

2. Scope:

- 2.1 Everyone is responsible for creating and maintaining a child safe culture.

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Responsible person:	SM Chairperson	Revision Date 19 April 2025



2.2 This Code of Conduct applies to every person in relationship with **SM** including, Directors of the Company, Board Directors, employees of Saint Joseph's Centre for Reflective Living, Baulkham Hills, and St Joseph's Spirituality and Education Centre, Kincumber South, Sisters in nominated roles, Clergy in nominated roles, and formal volunteers (**Workplace Participants**).

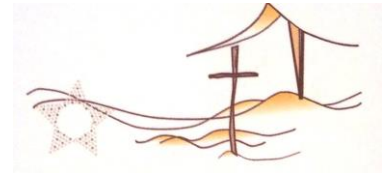
3. Child Safeguarding Code of Conduct:

- 3.1 As part of **SM's** commitment to child safeguarding, we believe that all persons associated with **SM** are responsible for the safety and wellbeing of all children with whom we engage.
- 3.2 We particularly recognise children who identify as First Nations Children, and children with particular vulnerabilities, for example, children from culturally and / or linguistically diverse backgrounds, children with a disability, and children who cannot live with their birth family.
- 3.3 As such, this Code sets out the behaviour which **SM** expects from all persons listed at 2.2 of this policy. All are expected to sign it and adhere to the following within the context of their representation and relationship with **SM**: -

All persons listed at 2.2 of this policy MUST:

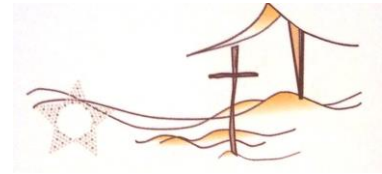
- a) Adhere to all **SM's** child safeguarding policies, procedures, and guidelines.
- b) Behave in a manner consistent with Gospel values.
- c) Behave respectfully, justly, honestly and with integrity towards children and their carers, and / or families, regardless of ethnicity, language, religion, disability, or children with diverse sexuality.
- d) Be compassionate, hospitable, inclusive and respect the individuality of each child.
- e) Be a positive role model to children.
- f) Be responsible with alcohol at any **SM** organised event and ensure there is a nominated adult who is not consuming alcohol, who shall be responsible for children in the event of an emergency.
- g) Comply with their legal obligations in relation to the safety of children.
- h) Comply with any direction provided to them as a result of an allegation and / or investigation and cooperate with any internal or external investigation.

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- i) Respond to any child disclosures, concerns, or complaints of child harm or abuse, promptly and in accordance with national and state legislation and **SM's** Safeguarding Complaints Handling Policy and Reporting Procedure, which is currently being developed. This policy has been prioritised for approval, circulation, and for staff and volunteer training.
- j) Immediately speak up and advise the Centre Manager who will report the incident to the **SM's** Chairperson and the SOSJ Professional Standards Officer if they observe any concerns of exploitation, abuse, harassment, or breach of this Code or any **SM** safeguarding policy or procedure or legal obligation.
- k) Inform the Centre Manager who will advise the **SM's** Chairperson and the SOSJ Professional Standards Officer, if they are the subject of a Police or Statutory Child Protection agency investigation, including in relation to sexual misconduct or child safety concerns.
- l) Ensure they have a valid NSW child compliance check as needed and notify the **SM's** Chairman and SOSJ Professional Standards Officer immediately if this has been or is likely to be suspended or revoked.
- m) Create a supportive, safe, and caring environment which promotes and empowers children and their carers' and / or families' participation in decisions which affect them and is inclusive of all children and their carers, and / or families, regardless of ethnicity, language, religion, disability, or children with diverse sexuality.
- n) Seek to increase their cultural awareness especially when working with children and their carers, and / or families who identify as First Nations, or who are from a different country of origin.
- o) Use age-appropriate language when their work involves engaging with children.
- p) Listen respectfully to children.
- q) Identify themselves by name, position, and role when their work involves engaging with children.
- r) Maintain personal and professional boundaries in their interactions with children.
- s) Make every effort to ensure that they are not alone with a child. If they are alone with a child, ensure that they have the child's parent or guardian's consent to do so, and the interaction is open to observation.

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- t) Obtain informed consent from the child and the parent or guardian of the child before photographing or filming a child or obtaining their story, when using the photograph or film for **SM** purposes. An explanation of how the photograph, film or story will be used needs to be provided.
- u) Protect the privacy of children by only sharing confidential information as absolutely required in accordance with their role at **SM** (or in accordance with legal obligations).
- v) Plan, organise and review all activities with children, be committed to identifying and mitigating risk to children's safety, and comply with **SM's** Risk Management Policy and Framework, which is currently being developed. This policy has been prioritised for approval and circulation.

All persons listed at 2.2 of this policy must NOT:

- a) Behave or act in a manner which may be physically, sexually, emotionally, or psychologically harmful towards a child or constitute abuse.
- b) Use language towards a child which is abusive, harassing, sexual, shameful, demeaning, culturally inappropriate, discriminating, racist or sexist, or intended to threaten or be harmful.
- c) Use inappropriate language in the presence of children, or show, or provide children access to inappropriate and / or pornographic images or material.
- d) Engage in bullying or harassing behaviour towards children.
- e) Exploit, abuse, corrupt or manipulate a child.
- f) Discriminate against a child on any basis including, (however not limited to), that of disability, culture, religion, ethnicity, or sexual diversity.
- g) Consciously expose a child to person/s whom they know to be unsafe, or situations which they assess to be unsafe and have not implemented safeguarding measures to reduce the identified risk.
- h) Engage in unnecessary physical contact with children / young people or utilise any form of physical discipline.
- i) Visit a child's home without their parent or guardian being home.
- j) Invite children into their own home or accommodation without the child's parent and / or guardian unless they are at immediate risk of injury or in physical danger.

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- k) Initiate physical touch with a child unless it is a legitimate occupational requirement.
- l) Communicate with children via email, text messages, phone calls, social networking, gaming, or instant messaging sites, unless with the consent and knowledge of their parent or guardian, and for the purpose of issues directly associated with their representation of SM and in adherence with the SM's Communications Policy, which is currently being developed, to include child safeguarding. Approval, circulation, and training in relation to the Communication Policy has been prioritised.
- m) Become 'friends' or 'follow' a child on social media platforms unless they have a relationship that is external to **SM** and has notified the **SM's** Centre Manager of this.
- n) Transport children alone without parental approval, unless in the event of an emergency. Wherever possible, Workplace Participants shall obtain written parental approval prior to transporting children.
- o) Give personal gifts or favour children or develop a 'special relationship' with a child or their parent or carer that could be seen as favouritism.
- p) Initiate 'secrets' with children.
- q) Share a tent or bed with a child.
- r) Share a room with a child without anyone else present.
- s) Supply alcohol or illicit drug/s to a child.
- t) Be negatively affected by the influence of alcohol or drug/s, or over the legal alcohol limit, when in the presence of a child.
- u) Take photos of children visiting **SM** ministry and / or pilgrimage and / or historical sites unless asked to take a group photo by an accompanying teacher / carer using the teacher / carers / child's phone or camera.

4. Consequences for breaching the Child Safeguarding Code of Conduct:

- 4.1 A breach of this Code will constitute misconduct and **SM** may take appropriate disciplinary action which may include (however is not limited to), guidance or specialised help, education or training, transfer to other duties, counselling, and / or suspension, termination or dismissal from employment, service, or involvement with **SM**.

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- 4.2 Suspected breaches of this Child Safeguarding Code of Conduct which constitute child abuse or harm, must be reported to the Centre Manager, who will immediately notify the **SM** Chairperson and the SOSJ Professional Standards Officer. The Chairperson of the **SM** will notify the Congregational Leader.
- 4.3 Any person who in good faith, raises a complaint or discloses an allegation of child abuse will not be disadvantaged or prejudiced and will be protected from victimisation.
- 4.4 Allegations that a person listed at 2.2 of this policy has breached this Code, will be dealt with in accordance with the Safeguarding Complaints Handling Policy and Reporting Procedure, which is currently being developed. This policy has been prioritised for approval, circulation, and for staff and volunteer training. Reports may also be made to external regulatory authorities or the police.
- 4.5 **SM** has full discretion to put in place safety management plans or take disciplinary action where it forms a reasonable belief that doing so is necessary for it to ensure the health and safety of persons listed at 2.2 of this policy, or children in its care, or the general public.

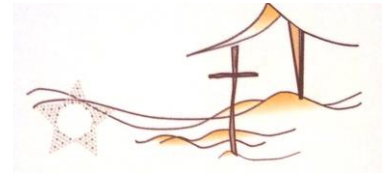
5. Record keeping:

- 5.1 The Child Safeguarding Code of Conduct is to be acknowledged, read, and signed by all persons listed at 2.2 of this policy.
- 5.2 The Centre Managers shall be responsible for ensuring **SM** lay employees have signed the Child Safeguarding Code of Conduct upon commencement and this is recorded in staff records and or in the staff database.
- 5.3 The Centre Manager of each **SM** Ministry shall be responsible for completing the register in relation to all volunteers, Clergy and / or other people who are associated or representing **SM**. These records shall be retained for fifty (50) years and then destroyed, as aligned with the Safeguarding Information Sharing and Record Keeping Policy, which is currently being developed. This policy has been prioritised for approval, circulation, and for staff and volunteer training.
- 5.4 All persons listed at 2.2 of this policy, shall be required to renew their signature to the Code every three years and / or when the policy document is revised and renewed.

6. Review:

- 6.1 This Code should be reviewed every three years or as needed.

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6.2 The Chair of the **SM** Board or her/his delegate will be responsible for ensuring the reviewing and approval of this Code.

7. Related policies, procedures, documents, and legislation:

7.1 This Code should be read in conjunction with the following related documents:

(a) Child Safeguarding Policy.

(b) Child Safeguarding Commitment Statement.

(c) Safeguarding Complaints Handling Policy and Reporting Procedure.

(Which is currently being developed. This policy has been prioritised for approval, circulation, and for staff and volunteer training).

(d) Safeguarding Information Sharing and Record Keeping Policy.

(Which is currently being developed. This policy has been prioritised for approval, circulation, and for staff and volunteer training).

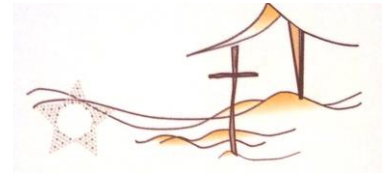
(e) Communications Policy.

(Which is currently being developed. This policy has been prioritised for approval, circulation and for staff and volunteer training).

(f) Risk Management Policy and Framework.

(Which is currently being developed. This policy has been prioritised for approval and circulation.)

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(g) Privacy Policy.

(Which is currently being developed. This policy has been prioritised for approval, circulation, and for staff and volunteer training).

(h) Recruitment and Induction Policy and Procedure.

(Which is currently being developed. This policy has been prioritised for approval and circulation.)

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Responsible person	Chair of the SM Board
Approval Authority:	Spirituality Ministry
Approval Date:	19 April 2022
Review Date:	19 April 2025

Board SM approval date: 19 April 2022

Signature: _____

Print Name: David Bergman
Relationship with SM: Chairperson

Signature:-----

Relationship with SM: _____

Date: _____

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