

St Bernard's Catholic Parish, Bacchus Marsh Safeguarding Policy for Children and Young People

St Bernard's Church, Bacchus Marsh

Our Lady Help of Christians, Korobeit

Appendix B: Code of Conduct and Declaration – changes made after Safeguarding networking meeting with Regional Safeguarding Officer May 7th, 2024.

St Bernard's Parish views safeguarding children as everyone's responsibility. Employees, volunteers, contractors, clergy, seminarians and members of religious orders acknowledge their individual responsibility to comply with the Code of Conduct.

We aim to be a parish that is welcoming, inclusive, respectful, encouraging of equal participation, spiritually alive and safe, very safe. Our St Bernard's community sees a child, young person and vulnerable adult-safe parish as one that thinks and acts in the interests of the child, the young person and vulnerable adult; in essence, all parishioners. It embeds safe-for-all principles and practices in all it says, writes and does. Our parish believes it is incumbent on all adults to be vigilant about keeping children safe from harm. Further, it believes our culture must be such that adults and children alike feel and are safe, can raise concerns and be confident those concerns will be acted upon in a professional and respectful manner. Our policy and all procedures reflect this Code and adherence to same is expected.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT DECLARATION

The completion of the Child Safety Code of Conduct Declaration is a requirement of a person's engagement within a Catholic Archdiocese of Melbourne parish, agency or entity. Failure to submit this declaration is a serious matter and may incur disciplinary action. (From CAM document)

All parish clergy, employees and volunteers will familiarise themselves with the Catholic Archdiocese of Melbourne (CAM) Child Safety Code of Conduct -

<https://melbournecatholic.org/uploads/documents/Safeguarding-Children-and-Young-People-Code-of-Conduct.pdf>

A copy of the CAM document is attached

The Safeguarding Children and Young People Code of Conduct Declaration is an acknowledgement that clergy, employees and volunteers have read and understood the behaviours and conduct expected of them and agree to comply with the Code of Conduct.

Clergy, employees and volunteers are required to sign the Safeguarding Children and Young People Code of Conduct Declaration upon their commencement.

Volunteers are required to re-sign the Declaration every three years.

Clergy and employees are required to re-sign the Declaration annually.

Child safety training (see the 'Safeguarding Training' section of the Safeguarding Children and Young People Policy) is required annually for all clergy and employees. For volunteers it is every three years.



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Child safety training (see the 'Safeguarding Training' section of the Safeguarding Children and Young People Policy) is required annually for all clergy, volunteers and employees.

DECLARATION

I have read, and agree to abide by, the Child Safety Code of Conduct when engaged with children and young people within the Catholic Archdiocese of Melbourne and when operating as a member of the clergy, staff and volunteer body at any St Bernard's Catholic Parish, Bacchus Marsh arranged event outside the Archdiocese boundaries.

Name (please print) and address	Signature	Date
Name of witness (please print)	Signature	Date

This declaration is to be handed in to the St Bernard's Catholic Parish office during opening hours, left in the letter box or handed to the Parish safeguarding officer. (Page 2)

All code of conduct declarations will be kept in the St Bernard's Code of Conduct Register. A digital record will be kept (PACEM programme) by the St Bernard's Parish office.

All safeguarding records will be maintained for a minimum of fifty years.



Attachment to St Bernard's Catholic Parish, Bacchus Marsh Safeguarding Policy for Children and Young People – Appendix B: Code of Conduct

CATHOLIC ARCHDIOCESE OF MELBOURNE

SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT DECLARATION

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Failure to submit this declaration is a serious matter and may incur disciplinary action.

Archdiocesan clergy, employees and volunteers are committed to upholding a duty of care to all children and young people and taking all reasonable steps to protect children and young people from all forms of abuse and harm. At the Catholic Archdiocese of Melbourne, clergy, employees and volunteers commit to safeguard the health and wellbeing of children and young people by:

Keeping children and young people safe from abuse and harm ☹

Not engage in any form of child abuse or harm including emotional, physical and sexual abuse or neglect.

Avoid any form of physical punishment or degrading, cruel, frightening or humiliating treatment.

Ensure that physical contact is appropriate, non-intrusive and not sexual in nature.

Avoid developing relationships with children and young people that can be construed as favouritism and/or grooming.

Use respectful language and tone when communicating with children and young people and avoid language that harms, discourages, frightens and humiliates children and young people.

Avoid language that is sexual, discriminatory and racist in nature including suggestive humour, jokes or innuendo.

Creating a physically and psychologically safe environment

Ensure that an adult is never alone with a child or young person and they do not seek to make contact with a child or young person that places them at risk of abuse

Ensure that children and young people in your care are appropriately supervised at all times.

Use fair, respectful and developmentally appropriate strategies to guide the behaviour of children and young people in a positive manner.

Ensure that photographs or video of children and young people are taken with the consent of parents or guardians within the context of the parish, agency or entity activity.

Use social media and digital communication in a manner that does not exploit or place children and young people at risk.

Act to remove and/or minimise any physical or environmental risks that could adversely impact children and young people.

Not consume alcohol or illicit drugs before or while engaging in the care of children and young people or being adversely affected by prescription medication.

Not supply alcohol and drugs to children and young people.

Immediately notify management if charged or convicted with a criminal offence (if subject to a criminal history record check in relation to your involvement with a CAM parish, agency or entity).

Supporting cultural safety and inclusion

Promote the safety, participation and empowerment of children and young people.

Support the inclusion of children and young people with a disability; from culturally and linguistically diverse backgrounds; same-sex attracted, intersex and gender diverse children and young people; and Aboriginal and Torres Strait Islander children and young people.

Promoting respectful relationships

Engage in positive and respectful interactions with children and young people that uphold their rights and dignity.

Listen to and respect the views of children and young people.

Taking action to safeguard children and young people

Listen to and respond supportively to the concerns of children and young people in relation to their safety.

Report any child safety concerns, reports or disclosures to relevant statutory child protection authorities (e.g. Child Protection (DHHS), Victoria Police) and the Professional Standards Unit, consistent with the requirements of this Policy.

I have read, and agree to abide by, the Child Safety Code of Conduct when engaged with children and young people within the Catholic Archdiocese of Melbourne.