

## 1. Code of Conduct acknowledgement

Please select all boxes that apply (a 'selected box' indicates an understanding of and an agreement with the statement); initial pages 1 – 3; and sign page 4.

I am aware of the Code of Conduct (a template of which is included herein in sections 2 and 3) for volunteers and staff who work with children and young people in the Church and its environments across Australia and New Zealand as follows, and agree to abide by this code and uphold it to the best of my understanding and ability.

## 2. Conduct that is encouraged for volunteers and staff in the Code of Conduct

DO...

Reflect the ethos of the Seventh-day Adventist Church and its organisations and entities in Australia and New Zealand.

Behave as a positive role model to children and young people.

Greet with a handshake, or ask before giving a hug, in situations where it is appropriate to do so.

Treat all children with respect without showing favoritism.

Use positive and affirming language toward children and young people.

Intervene when children or young people are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.

Help provide an open, family-friendly environment for children to worship, interact, and socialize within where children have a voice in an age appropriate way.

Alert someone if you observe an apparent breach of this code.

Report suspicions of child abuse or neglect to a trusted leader or someone in authority, such as the leader, church pastor, or local church AdSAFE Coordinator.

Seek advice about suspicions and disclosures of child abuse or neglect by contacting relevant State, Territory, and/or Country Child-protection Services in your region and report apparent alleged criminal conduct to Police.

### 3. Conduct that is not condoned by volunteers and staff in the Code of Conduct towards a child or young person:

#### DO NOT...

- Engage in inappropriately rough physical play with a child or young person (not your own).
- Use physical means or corporal punishment to discipline or control a child, other than reasonable restraint such as by holding a child to mitigate injury.
- Hold, kiss, cuddle, or touch a child (not your own) in an age/culturally inappropriate manner OR in a manner considered inappropriate by reason of the nature of the program/activity/occasion/event, except for appropriate touch (for example to comfort distress).
- Assist children (not your own) to do things of a personal nature that they can do for themselves.
- Spend time alone or remain in a confined or secluded space with a child or young person (not your own) on Church property or other venues.
- Make sexually suggestive comments to a child or young person.
- Make offensive or inappropriate comments to a child/ren regarding their appearance, abilities, or sexuality.
- Give personal gifts or favors that target a particular child (not your own).
- Cultivate online and social media 'friendships' with children and young people (who are not your own) without parental/guardian permission for communication and parents/guardians/leaders being included on messaging lists. Any private messaging to a child or young person should be sent/ returned during pre-approved times.
- Share or send sexually suggestive or explicit material to a child in any form such as e-mail, text, movie, sound, or picture file.
- Use profane language near or around children.
- Take a child or young person (not your own) to your home/ residence, or encourage private meetings outside of church-sponsored activities, unless authorised to do so and suitable guidelines are in place.
- Take unauthorised photos, movies or recordings of a child on church property, or at church activities, without church authorization and the parental/ guardian consent.
- Publish unauthorised photos, movies or recordings of a child or young person, including online, without parental/guardian consent, nor post online unauthorised private information about a child or young person that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.

#### 4. Breaches of the Code of Conduct and Lawful Directions

- It is everyone's responsibility to monitor compliance with the Code of Conduct.
- A minor apparent breach of the Code of Conduct may be brought to a person's attention for their awareness and learning.
- Minor breaches of the Code of Conduct may be done innocently or in ignorance, or exceptional circumstances or special activities may exist.
- Apparent breaches of the Code of Conduct may lead to informal or formal cautions and warnings, which may be issued in writing or given verbally.
- Persistent or serious apparent breaches of the Code of Conduct will be reported to a person or Church authority for the response of the Church or Church-entity.
- Persistent or serious breaches of the Code of Conduct may result in the privilege of working with children and young people being withdrawn, and may result in a person's suspension or termination of holding a role working with children or young people.
- The above may apply to me if I am determined, on reasonable grounds, to have committed an apparent minor, persistent, or serious breach of the Code of Conduct.
- In determining any apparent breach of the Code of Conduct, a common-sense application and interpretation of the Code of Conduct (based on the consensus of right-thinking Church members) should prevail.
- Serious misconduct against Church policy and guidelines, legal standards, or the Code of Conduct, may also lead to a volunteer or staff member being suspended or terminated from holding any role in relation to working with children or young people in the Church and its environments.
- I will abide by all lawful directions that may be issued by a relevant Church body or Church authority in Australia or New Zealand regarding my duties or appointment as a volunteer or staff whilst performing a child/youth-related role.



## Child Protection Staff and Volunteer Pledge

### 5. ACKNOWLEDGEMENT OF PLEDGE BY STAFF/VOLUNTEER

I have read and understand the Code of Conduct. My continuance in a child related role, or acceptance of the same, will indicate my agreement with the applicable Code of Conduct in force at the time.

If I do not agree with the Code of Conduct in force at any time, I will stand down from any nominated position requiring support of the Code of Conduct. I understand that this Code of Conduct is a non-negotiable requirement of the Church for any person in a child-related position.

My full name (as it appears on Government issued photo-ID such as a Drivers' License or Passport):

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / 20\_\_\_      Location: \_\_\_\_\_

Name of local Church or Conference/Union Activity or Entity: \_\_\_\_\_

#### NOTES:

- A copy (preferably the original) of this pledge should be kept and stored by the local Church or other relevant Church Entity. It should be stored for at least two-years after the staff/volunteer ceases to hold any role with children/young people.
- The staff/volunteer completing this declaration may retain a copy for their records.
- Whilst it is not a mandatory requirement, a young person aged 16 or 17 years may complete this pledge if required to do so by their local Church and/or Conference (for example by way of a decision or recommendation by AdSAFE). Such individuals do not need to complete another pledge once they turn 18-years of age. Young people shall comply with *Criminal History Record Check* requirements when they attain 18-years of age or the age stipulated in relevant legislation.