

Code of Conduct 18+ Policy

Our Commitment:

Our commitment to expressing the love of Christ leads us to the view that all people should be able to live, work, learn, and worship in an environment that is free from abuse of any kind.

Our commitment is to cultivate an environment and culture where a diversity of people, regardless of age, gender, race, and culture, can thrive and grow holistically.

That is, we are committed to Community Church Warragul being a safe place for all people, with a special focus on the safety and well-being of children.

Abusive behaviour towards children or anyone in any capacity will not be tolerated.

Any and all allegations will be investigated and reported in accordance with the law.

Introduction:

This Code of Conduct identifies a set of principles that describe the conduct expected of a person involved in ministry at Community Church Warragul.

The Code of Conduct is to be signed every three (3) years by everyone involved in ministry. The original signed copy of this Code will be kept with the confidential Safe Ministry records, which are maintained by the Safety Contact Person.

Purpose:

The Code of Conduct makes official what is already common practice within the ministry at Community Church Warragul. Its purpose is to:

- Promote adherence to Biblical values that are important in ministry.
- Defines the principles that will guide people involved in ministry in their everyday life and provides a helpful framework as they make choices about their ministry and personal life.
- Provide a public declaration of how everyone involved in ministry lives their lives.
- Promote public confidence in the ministries of the Community Church Warragul.
- Promote alignment with the vision, mission, and values of Community Church Warragul.
- Protect children under any and all circumstances.

Scope

This Code of Conduct applies to everyone involved in ministry, in any role at Community Church Warragul. A Minor's Code of Conduct has been created for those under the age of 18 years, where both the volunteer minor and their parent/guardian are required to sign the document.

Biblical Principles:

1. I will endeavour at all times to conduct myself in a manner that honours God and His church.
2. I will actively seek to grow as a disciple of Jesus.
3. At all times, I will seek to conduct all my personal/work relationships in a godly manner, acting with respect, love, and integrity towards all those with whom I associate. (1 Timothy 4:12b)
4. In my communications (verbal/written), I will be honouring and truthful, avoiding exaggeration, misrepresentation, and gossip/slander, and will maintain appropriate levels of confidentiality. I will abstain from coarse language and sexual innuendo. My speech will be honouring, encouraging, and righteous. (Colossians 4:6)
5. I will dress, present, and conduct myself in a respectable manner.
6. In situations where conflict and division occur based on Matthew 18:15-16 and 5:23-24, it is my responsibility, without gossip, to go and seek reconciliation one on one. If the conflict remains unresolved, I will then seek help in resolving the matter from a staff member or Senior Pastor.
7. I will be responsible in the use of legal addictive substances and activities (e.g., prescription drugs/alcohol/gambling) and will not use any prohibited substance (i.e., illicit drugs). I will abstain from other addictive activities and behaviours. (1 Corinthians 10:23)
8. In my personal relationships, I will practice standards of sexual morality reflecting a commitment to holiness as taught in the Bible.

Ministry Principles:

1. In my ministry, I will do my best to be prepared and punctual, and I will honour and be accountable to those who are in leadership over me.
2. In my ministry, I will exercise due diligence and care toward those I am responsible for, and will observe all Work Health & Safety rules and responsibilities, and actively promote a safe environment where harassment or abuse (sexual or otherwise) is neither tolerated nor able to take place undetected.
3. I will not have contact with a minor (0-17 years) in a one-on-one situation (unless in a public place). I will not contact a minor either by phone (text message or calls), via my personal social media profiles, email accounts, or engage in online chat rooms unless it is in a group setting where both the Parent and Ministry Leader are included (i.e., WhatsApp, Messenger, Instagram).
4. I will not give a lift to a minor (0-17 years) (of which I am not a parent or guardian) to a ministry event in a one-on-one situation.
5. In all ministry-related financial matters, I will act with honesty and integrity.

6. In my ministry, I will not teach in contradiction to the Bible or the values in this code.
7. I will not post any images, videos or written material online or on any social media site that may be deemed, interpreted or reasonably perceived to be, inappropriate, insulting, hurtful or defamatory to anyone, in particular a Staff Member, a Leader, a Volunteer, congregation member or member of the public.

Volunteer/Staff Requirements:

1. I will comply with all relevant laws.
2. I will let the leader(s) to whom I am immediately accountable in Community Church Warragul know if/when I am not able to follow this code with integrity.
3. I agree to comply with all Community Church Warragul policies, procedures, rules, regulations, child safe requirements, guidelines, and contracts and accept that I am responsible for my own conduct at all times.
4. I agree to positively express the vision, mission, values, and principles of Community Church Warragul at all times, through my speech and conduct.
5. I will report any conduct of other volunteers or staff members which is in breach of any of the above, or potentially in breach of any of the above, without delay.
6. Confidentiality - Volunteers must keep all personal and church information private. Access to contact details or information in the church directory is for ministry use only and must not be shared.

Child Safety Requirements:

DO:

- contact the police if a child is at immediate risk of abuse (telephone '000')
- Adhere to the Child Protection Policy and Procedure and uphold Community Church Warragul's commitment to child safety at all times
- Take all reasonable steps to protect children from abuse, recognising your duty of care
- conduct yourself in a manner consistent with your position as an employee, volunteer, leader, or contractor of Community Church Warragul and as a positive role model to children and young people
- establish and maintain a child-safe environment in the course of your work
- Be fair, considerate, and honest with others
- treat children and young people with respect, valuing their ideas and opinions in consideration of their age, background, and abilities
- promote the cultural safety and participation of:
 - **Aboriginal and Torres Strait Island children** (for example, by never questioning an Aboriginal and Torres Strait Island child's self-identification)

- **children with culturally and/or linguistically diverse backgrounds** (for example, by having a zero tolerance of discrimination)
- **children with a disability**
- **children who identify** as same-sex attracted or as a gender different from their birth sex

➤ listen and respond to the views and concerns of children, particularly if they are telling you that they or another child have/has been abused or that they are worried about their safety/the safety of another child

➤ ensure (as far as practicable) that adults are not alone with a child, or, at least, observable by another adult

➤ raise concerns about suspected abuse with the Child Protection Officer or a leader as soon as possible

➤ comply with all reporting obligations as they relate to reporting under legislation

➤ record and act upon all allegations or suspicions of abuse, discrimination, or harassment

➤ If an allegation of child abuse is made, ensure that all required action to ensure the immediate and ongoing safety of the child or children is completed as quickly as possible

➤ Maintain strict impartiality

➤ respect confidentiality when sharing information about children in accordance with the Child Protection Policy and Procedures, and your reporting obligations

DO NOT:

All people involved in the care of children on behalf of Community Church Warragul must not:

- Ignore or disregard any suspected or disclosed child abuse
- put a child at risk of abuse
- speak to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are:
 - swearing or using inappropriate language in the presence of a child;
 - yelling at a child, except in an emergency situation where the child's safety may be in danger;
 - dealing with a child in anger; and
 - using hurtful sarcasm.
- Discuss sexual activities with a child, unless it is a specific job requirement and the person is trained or qualified to discuss these matters
- have private contact with a child outside of church activities without the knowledge and consent of their parents/guardians

- use, possess, or be under the influence of alcohol while in the presence of or while supervising a child (unless your contact with the child is accidental/incidental and you are not performing your duties as directed by Community Church Warragul)
- use, possess, or be under the influence of illegal drugs while in the presence of or while supervising a child
- Provide or allow a child to access or consume alcohol
- provide or allow a child to access or use illegal drugs
- initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves
- engage in rough physical games, hold, massage, kiss, cuddle, or touch a child in an inappropriate and or/culturally insensitive way
- engage in any sexual contact with a child for any purpose
- Take a child to your home or encourage meetings outside program activities (unless necessary and approved by the church and the child's parents/guardians)
- Be naked in the presence of a child
- possess sexually explicit printed materials (magazines, cards, videos, films, clothing, etc.) in the presence of children
- sleep in the same bed, sleeping bag or tent with a single child
- discriminate against any child on the basis of age, gender, race, culture, sexuality, or disability
- engage in any activity with a child that is likely to emotionally harm them (e.g., watch a movie that is age or content inappropriate for a child)
- be alone with a child unnecessarily and for more than a very short time, unless you are observed by another adult or it is unavoidable
- develop a 'special' relationship with a specific child, arbitrarily
- show favouritism through the provision of gifts or inappropriate attention
- photograph or video a child without the consent of the child and his/her parents or guardians
 - do anything in contravention of Community Church Warragul's policies, procedures, or this Code

Code of Conduct Acknowledgement and Declaration:

I acknowledge that I have read and understood the Community Church Warragul Code of Conduct. I agree to conduct myself in accordance with the principles and expectations outlined in this Code throughout the duration of my involvement with the church.

I understand that if I am unable to fulfil the responsibilities associated with my role or leadership position, I will willingly surrender that role.

I further acknowledge that breaches of this Code of Conduct may result in disciplinary action, and that legal or statutory authorities (including the police) may be notified where a breach involves a violation of the law.

I agree to resign from my position—whether voluntary or paid—if requested to do so by the leadership of Community Church Warragul.

First & Last Name: _____

Mobile Number: _____

Email Address : _____

Signature: _____

Date: _____