



CHILD PROTECTION CODE OF CONDUCT

For employees and volunteers of Liberty Church Inc.

Child Protection Code of Conduct for employees and volunteers of Liberty Church Inc.

NOTES ON DEVELOPING A CHILD PROTECTION CODE OF CONDUCT

“A code of conduct outlines Liberty’s values and provides clear expectations for:

- 1. personal and professional boundaries*
- 2. ethical behaviour*
- 3. appropriate and inappropriate behaviour and relationships for staff, volunteers, parents and children.*

In guidelines for developing codes of conduct, the Commission for Children and Young People (CCYP) advises:

“A 'code of conduct', sometimes called a 'code of behaviour' is a guide of do's and don'ts so staff and volunteers will work appropriately with kids. It sets principles for all participants (including staff and kids) to provide Child-safe and Child-friendly environments.

An effective code of conduct:

- addresses risk factors*
- has been developed collectively*
- is clear and unambiguous*
- is widely advertised and distributed*
- reflects the unique values and program activities of your organization*
- addresses specific risks identified in your organization's risk management plan;
and*
- removes uncertainty about what behaviour is acceptable with kids.*

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1. Introduction and purpose

This Child Protection Code of Conduct outlines Liberty's values, commitments and expectations in relation to child protection matters, and reflects its commitments to:

PROVIDE	An open, welcoming and safe environment for everyone participating in Liberty's education programs, pastoral services and related programs.
PROVIDE	High quality education, pastoral services and related programs for child or young person and their families that are safe and welcoming for them and set in a Christian context.
SEEK	Input and guidance from a child or young person, parents, employees and others who make up the Liberty community, so these standards are maintained.
REQUIRE	All Liberty members to demonstrate a commitment to the highest standards of ethics, professional behaviour and Christian standards in dealings with children and young people.
REQUIRE	All Liberty members to share a common responsibility to maintain Liberty's reputation for integrity in relation to child protection matters.

2. Scope

This Child Protection Code of Conduct applies to all Liberty members. In this Code of Conduct:

(a) **Child or young person** refers to:

- (i) a **Child** which is defined in this Code as being a person under the age of 16 years
- (ii) a **Young Person** which is defined in this Code as a person between the ages of 16 and 18 years, and
- (iii) any other student of Liberty College over the age of 18 years.

(b) **Liberty Member** refers to:

- (i) Any paid employee whether employed on a permanent, temporary or casual basis, and
- (ii) Any person who have been engaged to work within Liberty or who have face to face contact with a child or young person of Liberty in any place and on any basis, including any person holding a church ministry licence or church appointed position, consultant, child or young person on tertiary practicum placements, or any adult volunteer working with a child or young person in any capacity.

(c) **Liberty's Child Protection Officer** refers to:

- (i) The President of Liberty Church Inc. or his delegate as appointed for the Incorporated body and Church, and
- (ii) for matters solely relating to Liberty College, the Principal or their delegate.

3. Mission and values in relation to Child or young person

Liberty seeks to create a caring environment where Christian values inspire and affirm the highest standard of ethical conduct in relation to the care, support, and welfare of a child or young person entrusted to it.

4. Code of Conduct

All Liberty members must keep to the Child Protection Code of Conduct.

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5. Expectations of Liberty Members

All Liberty members WILL:

- Treat everyone with respect and honesty.
- Behave as a positive role model to a child or young person in all interactions with them.
- Follow Liberty policy and procedures for the safety of a child or young person as outlined in the Liberty's Child Protection Policy and related materials.
- When conducting any one-to-one activity with a child or young person:
 - (i) ensure that another adult is present or within sight at all times during one-to-one activity;
 - (ii) ensure that this adult is actively engaged and aware of the action of the Liberty member at all times during the one-to-one activity; and
 - (iii) if the active engagement and awareness of another adult is not possible or practicable, ensure that prior approval for the one-to-one activity has been obtained from the Liberty member's immediate supervisor.
- Record and act on a complaint of abuse, ill-treatment or neglect of a child or young person.
- Behave in a caring, compassionate manner following the example left for us by Jesus Christ, as a person who takes an interest in the well-being of a child or young person and who sets appropriate boundaries in their interaction with a child or young person.
- Respect the duty to take reasonable care for the safety and welfare of a child or young person.
- Complete and maintain current a Working with Children Check with the Office of the Children's Guardian.
- Inform Liberty's Child Protection Officer if they are charged with or convicted of an offence relevant to working in child-related employment, or if they have had any reportable allegation made against them.
- Report to Liberty's Child Protection Officer any allegations or convictions of Reportable Conduct involving any Liberty member.
- Report to Liberty's Child Protection Officer any information or concerns about inappropriate behaviour by any Liberty member that involves a child or young person.
- Fulfil their legal obligation to report risk of significant harm, or to report possible criminal activity, in accordance with local procedures
- Maintain the confidentiality of all parties concerned.
- As far as their role and relationship with a child or young person requires and is appropriate, be familiar with Liberty's procedures for providing a child or young person with or allowing a child or young person to have access to, prescribed or other medication; and will not allow a child or young person to have access to medications that are not prescribed or recommended for them.

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All Liberty members WILL NOT:

- Develop any 'special' or selective relationships with a child or young person that could be seen as favouritism such as the offering of gifts or special treatment.
- In the absence of the prior approval from the Liberty member's immediate supervisor, or without the active participation of another adult, engage in one-to-one contact with a child or young person such as:
 1. doing things of a personal nature that a child or young person can do for themselves, such as going to the toilet or changing clothes
 2. accompanying a child or young person alone in a vehicle
 3. visiting a child or young person's home in circumstances where the child or young person is alone
 4. tutoring a child or young person, and/or
 5. disciplining or counselling a child or young person.
- Engage in conduct that could be construed as grooming behaviour of a child or young person or their close family or friends.
- Engage in inappropriate physical contact / force with a child or young person including physical / corporal punishment of a Child or young person.
- Act in ways which may cause a child or young person to reasonably fear that unjustified force will be used against them, even if this is not their intention.
- Swear, blaspheme or use inappropriate or disparaging language in the presence of, towards or about any child or young person or any Liberty member
- Behave in a manner which may cause psychological harm to a child or young person.
- Correct or discipline a child or young person in excess of what is reasonable or appropriate for the situation.
- Consume or have in their possession alcohol, drugs, tobacco or any prohibited substances at any place where activities of Liberty College are being conducted.
- Allow a child or young person to consume or have in their possession alcohol, drugs, tobacco or any prohibited substances at any place and in any circumstances where they are engaged in the activities of Liberty.
- Neglect any child or young person or allow any child or young person to place themselves at risk when in the care of the Liberty member, or fail to exercise reasonable care for the safety and wellbeing of any child or young person in any situation where there is a reasonable expectation that they should do so.
- Engage in communication with any child or young person by any means or by any device, in any manner that contravenes Liberty's policies and procedures relating to electronic information, communication technology and social media.
- Engage in crossing professional boundaries through behaviour that can reasonably be construed as involving an inappropriate and/or overly personal or intimate relationship with, conduct towards, or focus on a child or young person or a group of children or young persons.
- Otherwise abuse, neglect, ill-treat or exploit a child or young person.

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6. Further information – Employee / Volunteer copy

Further reference should be made to the Liberty’s Child Protection Policy.
Further information about this Code can be sought from the Liberty’s Child Protection Officer.

ACKNOWLEDGEMENT BY LIBERTY MEMBER

I, (name)

being employed or engaged by the Liberty in the following role Employee / Volunteer

hereby acknowledge:

- That I have received the Child Protection Code of Conduct dated 24 January 2024
- That I am aware of Liberty’s Child Protection Policy.
- That I have read the Child Protection Code of Conduct and will comply with the Code, including any amendments made by Liberty.
- That I am aware that a current copy of the Child Protection Code of Conduct and Child Protection Policy is posted on Liberty’s website.
- That I am aware of the person nominated as Liberty’s Child Protection Officer within the auspices of Liberty Church Inc. and Liberty Church, and of Liberty College.

Signature	Date
Liberty Child Protection Officer	Date

This signed and completed form is to be returned within 7 days of commencement of employment or engagement to the President of Liberty Church Inc.

Your employment or volunteer placement will be suspended immediately from midnight of the 7th day until this form is appropriately signed and returned.

Failure to do so will not affect the application of this Child Protection Code of Conduct or any of its provisions to you.