



SAFEGUARDING CODE OF CONDUCT

10.00 Safeguarding Policy

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All members of the New Norcia Parish; Monks; paid staff; others attending the New Norcia site and volunteers are responsible for the safety and wellbeing of children and adults at risk who engage with New Norcia Parish or the workplace.

There is an expectation that all Parish members; Monks; paid staff; others attending the workplace and volunteers act in accordance with this Code of Conduct in their physical and online interaction with children under the age 18 and adults at risk. This includes Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally and linguistically diverse backgrounds

I will:

- Act in accordance with New Norcia's safeguarding and wellbeing policies and procedures at all times
- Behave respectfully, courteously and ethically towards children, adults at risk, and their families and towards other staff
- Listen and respond to the views and concerns of children and adults at risk, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well
- Promote the human rights, safety and wellbeing of all children and adults at risk at New Norcia
- Demonstrate appropriate personal and professional boundaries
- Consider and respect the diverse backgrounds and needs of children and adults at risk
- Create an environment that promotes and enables participation from children and adults at risk, which is welcoming, culturally safe and inclusive for all children, adults at risk and their families
- Involve children and adults at risk in making decisions about activities, policies and processes that concern them wherever possible
- Contribute, where appropriate to New Norcia's policies, discussions, learning and reviews about safety and wellbeing
- Identify and mitigate risks to the safety and wellbeing of children and adults at risk as required by New Norcia's risk assessment and management policy or process
- Respond to any concerns or complaints of the harm or abuse of children and adults at risk promptly and in line with New Norcia's policy and procedure for receiving and responding to complaints
- Report all suspected or disclosed harm or abuse of children and adults at risk as required by Mandatory Reporting Legislation and by New Norcia's policy and procedure on internal and external reporting
- Comply with New Norcia's protocols on communicating with children and adults at risk
- Comply with legislative and new Norcia's policies and procedures on record keeping and information sharing



I will not:

- Engage in any unlawful activity with or in relation to a child or adult at risk
 - Engage in any activity that is likely to physically, sexually or emotionally harm a child or adult at risk
 - Unlawfully discriminate against any child, adult at risk, or their family members
 - Be alone with a child or adult at risk unnecessarily
 - Arrange personal contact, including online contact, with children and adults at risk I am working with for a purpose unrelated to New Norcia's parish or workplace activities
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- Use or disclose personal or sensitive information about a child or adult at risk, including taking, using or sharing images of a child or adult at risk, unless the child and their parents or legal guardian consent or unless I am required to do so by New Norcia's policy and procedures relating to reporting.
 - Use inappropriate language in the presence of children and adults at risk or show or provide them with access to inappropriate images or material
 - Use my perceived authority in any way whatsoever that would make a child or adult at risk feel unsafe.
 - Work with children or adults at risk while under the influence of alcohol or prohibited drugs
 - Ignore or disregard any suspected or disclosed harm or abuse of a child or adult at risk

If I believe this Code of Conduct has been breached by another person in the New Norcia Parish or workplace I will:

- Act to prioritise the best interests of the children and adults at risk
- Take actions appropriately to ensure that children and adults at risk are safe
- Promptly report any concerns to the Safeguarding Coordinator or a Safeguarding Officer
- Follow New Norcia policies and procedures for receiving and responding to complaints and concerns
- Comply with the Mandatory Reporting procedures and internal relevant policies and procedures on reporting

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Signature

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Full Name

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Date