



6. Northside Community Church Code of Conduct For Staff and Volunteers

Adopted by the Elders on 9th February, 2021

Purpose

The Church is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse.

As part of this commitment, staff and volunteers are required to sign and abide by this *Code of Conduct*.

The *Code of Conduct* sets out the following:

- the ministry commitments of staff and volunteers
- minimum behavioural standards and appropriate boundaries required of staff and volunteers;
- the obligation of staff and volunteers to comply with Safe Church Policy and Procedures; and
- the steps to be taken in the event of a potential breach of this Code.

The *Code of Conduct* seeks to reflect the biblical call to godliness and faithfulness in ministry (e.g. 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

Scope

The *Code of Conduct* applies to all staff, volunteers and contractors aged 16 and over.

The Code of Conduct should be read in conjunction with the Safe Church Policy and:

- *Procedure for Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns*
- *Procedure for Handling Complaints against Staff and Volunteers*
- *Procedure for Conflict Resolution*

Statement of Commitment to Safety

The Church is committed to providing places, services and programs that promote physical, emotional and spiritual health and safety and model the love of Christ to all whom we have contact with, particularly children, young people and vulnerable adults.

All people, including children and vulnerable adults, have the right to be respected and valued and to feel emotionally, physically and spiritually safe at all times. We are committed to providing a safe, respectful, welcoming and positive environment for children and adults from all backgrounds.

We have a posture of zero-tolerance regarding abuse and will adopt, implement, and maintain systems, policies, and procedures to protect people from all forms of abuse. This includes in the recruitment and management of our people, both staff and volunteers.

We will ensure that vulnerable people are informed about their rights and participate in decisions affecting them. We commit to empowering children and actively listening to them. We are committed to respecting diversity and promoting equity. We will receive allegations and concerns regarding abuse very seriously and will respond with respect and compassion.

1. Staff and Volunteers are encouraged to:

Nurture their own relationship with God:

- join regularly in the life and ministry of the Church;
- study and reflect on the Scriptures in private and in groups;
- pray regularly in private and in fellowship with and for the people and ministry of the Church; and
- give of their time and finances to the work of the Church, as an expression of our gratitude to God.

Nurture healthy relationships:

- treat others with respect;
- love and care for their family (including paying attention to the effect of ministry on them);
- be a team player;
- be accountable
- cooperate with other staff and volunteers;
- treat every program participant fairly and equitably paying special care to include those who may find it difficult to participate; and
- Acknowledge when they are out of depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team or a Pastor.

2. Staff and Volunteers Commitment :

As a staff member/volunteer, I will:

- a) respect and support the mission, beliefs and values of the Church and any other statements of belief of the Church (as may be outlined in the Church Constitution or other church documents);
- b) uphold, support and abide by the *Safe Church Policy*;
- c) respond to reasonable directions from the person with responsibility for the ministry I am involved in;
- d) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*;
- e) not knowingly make false, misleading, or deceptive statements;

- f) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- g) not engage in sexual misconduct involving children;
- h) not act violently or intentionally provoke violence;
- i) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal or ethical obligation to disclose);
- j) report concerns about misconduct and/or abuse according to the Church's *Safe Church Policy* and relevant procedures;
- k) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- l) act with financial integrity, including:
 - having accountable and transparent systems in place for financial matters; and
 - not seeking personal advantage or financial gain from my position (other than in wages, recognised allowances and deductions).
- m) not take or use property belonging to others without express consent, including intellectual property (copyright);
- n) disclose to the Church leadership if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context.

2. I understand that if there is a complaint against me relating to a breach of this Code of Conduct:

- a) and it is a plausible complaint relating to serious misconduct and/or abuse (including child sexual abuse) or Sexual Misconduct involving a child, the Church may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including child sexual abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

3. If I am a Pastoral staff member, I:

- a) agree to uphold and be bound by the CCNSWACT Professional Conduct Protocols (including the *Ministering Persons Code of Conduct*);
- b) understand that a breach of the Fresh Hope *Ministering Persons Code of Conduct* will be considered a breach of this *Code of Conduct*;
- c) (if I am an Endorsed Minister) agree to participate in, and be bound by the outcomes of, any process initiated under the CCNSWACT Procedure for Handling Complaints Relating to Breaches of the Code.

I, _____ have read and agree to be bound by and uphold,
the *Code of Conduct for Staff and Volunteers*.

Signature

Date

NOTE: the staff member or volunteer should receive a copy of this *Code of Conduct* and the Church should retain the signed and dated copy of the *Code of Conduct* for at least 100 years.