

Safeguarding Code of Conduct

Mary MacKillop Today's Safeguarding Code of Conduct provides clear behavioural guidelines and expectations designed to protect all people who come into contact with our organisation from harm, particularly children and vulnerable adults. All Mary MacKillop Today staff and associated personnel working on or visiting a Mary MacKillop Today office or program are required to adhere to the Safeguarding Code of Conduct. The code is as follows:

General Safeguarding Behaviours

I will:

- Conduct myself in a manner that is consistent with the values of Mary MacKillop Today and the Safeguarding Policy
- Maintain a professional role and establish clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.
- Model appropriate behaviours to ensure a positive culture of respect is maintained.
- Be aware of and respect the cultural differences, sensitivities, and expectations of the communities in which we work, and refrain from any form of behaviour that would be deemed inappropriate in that setting
- Provide a welcoming, inclusive, trusted, and safe environment for all children, young people, parents, staff and volunteers that promotes the implementation of this Policy.
- Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted.
- Comply with the guidelines on the use of images
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is a risk of allegations being made.
- Be transparent in my actions and whereabouts.
- Speak up when I observe concerning behaviours of colleagues
- Immediately report any concerns of behaviour that contradicts the standards of behaviour outlined in the Code of Conduct.
- Follow the reporting processes below to report and/or respond to concerns in relation to safeguarding
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, or sexual, exploitation abuse and harassment, including those under traditional law, which occurred before or occurs during association with Mary MacKillop Today

I will not:

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- Use any communication device including computers, mobile phones, video cameras, cameras or other technology inappropriately, or to sexually exploit or harass adults or children, or access or disseminate exploitative material through any medium, including social media.

Child Safeguarding Behaviours

I will:

- Treat all children and young people in our program with respect.
- Use appropriate language and communication with children at all times.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- Self-assess my behaviours, actions, language and relationships with children.
- Conduct one-on-one interactions with children in either an open space or line of sight of another adult

I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to their own home/hotel or sleep in the same room or bed as a child.
- Smack, hit or physically assault children or use any form of physical punishment.
- Supply children with alcohol or drugs or take alcohol or drugs in the course of delivering Mary MacKillop Today activities.
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive (even in a country where the age of majority or the age of consent is lower than 18 years).
- Behave provocatively or inappropriately with a child.
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child or young person outside the program times.
- Hire minors as domestic labour or any other form of labour which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury

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- Provide gifts to children participating in Mary MacKillop Today programs.
- Use Mary MacKillop Today's online environment to access inappropriate sites such as child pornography.

Prevention of Sexual Exploitation Abuse & Harassment Behaviours

I will:

- Immediately inform my line manager if I become engaged in a personal relationship which may be perceived as inappropriate or sexually exploitative; and/or where real or perceived unequal power dynamics exist e.g. if there is a reporting relationship; and/or if I am unsure if my relationship falls into this (SEAH) category.

I will not:

- Engage in sexual relationships with program participants or beneficiaries as such relationships are based on inherent power imbalances which have high risk of exploitation
- Use my position of trust and/or authority to request any service or sexual favour from partners or beneficiaries of Mary MacKillop Today programs, be they adults, children or others in the communities in which Mary MacKillop Today works, in return for protection or assistance; and/or coerce a person to engage in sexual intercourse or any sexual activity.
- Exchange or withhold, from beneficiaries of Mary MacKillop Today programs, funds services or support of any kind for sex or sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Engage in transactional sex when travelling for or undertaking Mary MacKillop Today business even if it is legal in that respective state or country.
- Use Mary MacKillop Today or partner organisation facilities, personnel or resources for the purpose of arranging or facilitating access to sex workers by any person, including visitors to Mary MacKillop Today offices or programs.
- Procure sex for others or use a third party to do so.
- If I am a non-national staff person, fraternise with in-country staff or partners while engaged in any work or actions related to Mary MacKillop Today.

Name: _____

Address: _____

I have read and understood the Mary MacKillop Today's Safeguarding Code of Conduct, and I will comply with it.

Signed: _____

Print name: _____

Date: _____

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