



# ESA Country Ministries Child Safe Code of Conduct

Updated January 2023  
Board Approved: 2 February 2023



# Child Safe Code of Conduct

## 1. Introduction

ESA Country Ministries commits to a standard of responsible and ethical behaviour consistent with our Christian ethos and our values of Connection, Authenticity, Humility and Faith. Our Code of Conduct is underpinned by trust and a belief that everyone should be treated with respect and dignity, and that children, young people and vulnerable adults have a right to be safe and to feel safe.

This Code of Conduct must be read in conjunction with other ESA Country Ministries policies and procedures, not limited to but including, ESA's Child Safety and Wellbeing Policy.

## 2. About our Child Safe Code of Conduct

**2.1** This Code of Conduct will help staff and volunteers of ESA Country Ministries to identify required standards of behaviour as they carry out their roles.

**2.2** This Code of Conduct is principally designed to safeguard children, young people and vulnerable adults involved in any activity run by ESA Country Ministries.

## 3. Who does it apply to?

**3.1.** The Code of Conduct applies to:

- (a) All employees, workers, volunteers and Board members of ESA Country Ministries
- (b) All contractors, service organisations or subsidiary bodies authorised by or under the control of ESA Country Ministries including those undertaken at ESA Country Ministries premises or undertaken away from those premises.

## 4. CEO Responsibilities:

**4.1.** The CEO is responsible for:

- a) The overall welfare and wellbeing of employees, workers, volunteers and members;
- b) Managing and maintaining a duty of care towards employees, workers, volunteers and members; and
- c) Acting as, or nominating a Risk Management Officer, and ensuring information and support is provided to all employees, workers, volunteers, along with children, young people and their carers regarding risks to a child's well-being
- d) Ensuring all employees and volunteers are trained in ESA's ChildSafe Policies and are aware that if a child reports any form of abuse or feels unsafe, it must be taken seriously and reported.
- e) Ensuring that all ESA employees, and volunteers are appropriately trained and committed to ensure both the physical and online safety of children, vulnerable adults and those of Aboriginal and Torres Strait Islander background(f) ensuring that employees and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- (g) Providing support for employees and volunteers in undertaking their child protection responsibilities.

## 5. Code of Conduct

**5.1.** All employees, workers and volunteers involved in the care of children, young people and adults on behalf of ESA Country Ministries will:

- a) Operate within the policies and guidelines of ESA Country Ministries, in particular the Child Safety and Wellbeing Policy.
- b) Be responsible for running safe programs and activities in their area;
- c) Maintain a duty of care towards others involved in these programs and activities;
- d) Establish and maintain a child-safe environment (both physical and online) taking all reasonable steps to protect children from abuse;
- e) Comply with ESA's guidelines on physical and online contact with children, young people and vulnerable adults;
- f) Be fair, considerate and honest with others;
- g) Treat children, young people and adults with respect and value their ideas and opinions.
- h) Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- i) Act as positive role models in their conduct with children, young people and adults;

- j) Be professional in their actions;
- k) Maintain strict impartiality;
- l) Promote cultural safety, participation and empowerment of Aboriginal children and young people, including never questioning an Aboriginal child's self-identity;
- m) Promote the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds, empowering children and young people to express and enjoy their cultural identity.
- n) Exercise zero tolerance of discrimination and racism, in both the way they relate and in calling out discrimination and racism in the actions of others.
- o) Promote the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- p) Respect the privacy of children, young people and vulnerable adults and their families and carers, and only disclose information to people who have a need to know.

**5.2** No person shall:

- (a) Shame, humiliate, oppress, belittle or degrade children, young people or vulnerable adults or any person;
- (b) Unlawfully discriminate against any child, young person or vulnerable adult;
- (c) Engage in any activity with a child, young person or vulnerable adult that is likely to physically or emotionally harm them;
- (d) Initiate unnecessary physical contact with a child, young person or vulnerable adult, or do things of a personal nature for them that they can do for themselves;
- (e) Be alone with a child, young person or vulnerable adult unnecessarily and for more than a very short time;
- (f) Develop a 'special' relationship with a specific child, young person or vulnerable adult for their own needs;
- (g) Show favouritism through the provision of gifts or inappropriate attention;
- (h) Arrange contact, including online contact, with a child, young person or vulnerable adult without the **acknowledgement and permission** from the parent/s or guardian/s of the child, young person or vulnerable adult.;
- (i) Photograph or video a child, young person or vulnerable adult without the consent of the child **and** his/her parents or guardians;
- (j) Work with children, young people or vulnerable adults while under the influence of alcohol or illegal drugs;
- (k) Engage in open discussions of a mature or adult nature in the presence of children, young adults or vulnerable adults;
- (l) Use inappropriate language in the presence of children, young people or vulnerable adults;  
or
- (m) Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

## 6. What does it mean to be accountable

**6.1** All ESA staff, workers, volunteers, and Board Members have been given positions of trust and responsibility to safeguard the children, young people, and vulnerable adults in their care.

**6.2** Employees and workers who breach of the Code of Conduct may be subject to training, coaching or disciplinary action up to and including termination of employment.

**6.3** Volunteers and Board Members who breach of the Code of Conduct may also be subject to training, coaching or disciplinary action, up to and including removal from their current and future leadership roles.

I commit to support, implement and ensure ESA's Child Safe Code of Conduct.

Name:

Date:

Signed: