

Part E – General guidelines for Activities

18. Codes of Conduct

Northridge has a general Code of Conduct which establishes standards by which all employees and volunteers of Northridge are expected to conduct themselves. A copy of that Code of Conduct can be found on the General Resources page of the Northridge website <https://northridge.org.au/general-resources/>. Accordingly, all Leaders are expected to comply with that general Code of Conduct.

All Leaders are expected also to comply with the following Child Protection Code of Conduct.

NOTE: In this Policy ‘child’ includes a young person.

Child Protection Code of Conduct

In addition to any other Northridge policy or code of conduct applying to them, Leaders must, in the exercise of their ministry:

DO's

- Always comply with Northridge's policies, including about:
 - reporting concerns or complaints of child abuse
 - communicating with children
 - identifying and mitigating risks to children's safety and wellbeing, and
 - record keeping and information sharing
- Always behave respectfully, courteously and ethically towards children, their families and other staff
- Always listen and respond to views and concerns of children, particularly if you detect they are not feeling safe or well
- Always promote the safety, wellbeing and human rights of children
- Always adhere to appropriate personal and professional boundaries
- Always consider and respect the diverse backgrounds and needs of children
- Always create an environment encouraging participation from children and their families which is welcoming, culturally safe and inclusive
- Always, whenever possible, involve children in making decisions about activities, policies and processes concerning them.

DON'Ts

- Never engage in child abuse.
- Never groom a child or otherwise cultivate relationships to initiate or conceal child abuse.
- Never be alone with a child away from the presence of other adults during an Activity.
- Never have children to their home or visit children in their home when no other adult is present, and never meet one on one with a child outside of Activities, except with the written permission of a parent (which may be provided digitally).
- Never touch a child inappropriately³.
- Never provide intimate care to a child (eg toileting or changing clothes).
- Never discipline a child physically.
- Never make available to a child:

³ See clauses 29.3 and 35.7.



- a substance or product whose supply to, or use by, children is prohibited by law, such as illegal drugs, alcohol, tobacco products and gambling products; or
- without the express approval of a Senior Pastor, a publication, film or computer game classified by the Office of Film and Literature Classification as being other than ‘unrestricted’ in the case of publications or ‘G’ in the case of films or computer games.
- Never develop special relationships with particular children that could be seen as involving favouritism or any form of special treatment.
- Never engage in any form of secretive contact with a child (including physical or electronic contact).

19. The four Golden Rules

There are four Golden Rules applicable to all the guidelines in this Policy:

The Golden Rules

Use common sense

Leaders must always take reasonable care to ensure the safety and welfare of children in their care.

Two or more

There must always be at least two Leaders aged 18 or over present for all Activities.

Never alone

A Leader must not be alone with a child during an Activity, and should make sure, as far as possible, that another Leader is not left alone with a child.

Stranger danger

Leaders should be on the alert for people wandering around – a person unknown to the Leaders or not part of the Activity should not be allowed access to the Activity Environment and should be reported to the Coordinator immediately.

20. Pre- Activity preparations

20.1 Venue assessment

A *Risk Assessment Form* (Appendix 7) must be completed by the Coordinator for every occasional Activity, or annually for a regularly occurring Activity.

20.2 External organization

When partnering with an external organization in an Activity, the Coordinator must obtain and evaluate the external organization's risk assessment information before the Activity takes place.

20.3 Visit to venue for an occasional Activity