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**CODE OF CONDUCT FOR LEADERS, EMPLOYEES AND VOLUNTEERS  
WORKING WITH CHILDREN AND YOUNG PEOPLE**

Church leaders, staff and volunteers at Suburban Baptist Church are required to abide by this Code.

1. Under the leadership of the Senior Pastor, senior staff will:
  - 1.1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
  - 1.2. Be accountable for managing and maintaining a duty of care towards staff volunteers; and
  - 1.3. Nominate a Child Protection Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.
  
2. All people involved in the care of children and young people (0-18 years old) on behalf of Suburban Baptist Church will:
  - 2.1. Work towards the achievement of the purpose, mission and goals of the Church and seek to uphold the core values and culture;
  - 2.2. Be responsible for relevant administration of programs and activities in their area;
  - 2.3. Maintain a duty of care towards others involved in these programs and activities;
  - 2.4. Establish and maintain a child-safe environment in the course of their work;
  - 2.5. Be fair, impartial, considerate and honest with others;
  - 2.6. Treat children and young people with respect and value their ideas and opinions;
  - 2.7. Act as positive role models in their conduct with children and young people;
  - 2.8. Be professional in their actions;
  - 2.9. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
  - 2.10. Operate within the Child Protection policies and guidelines of Suburban Baptist Church; and
  - 2.11. Contact the police if a child is at immediate risk of abuse (telephone 000).

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Date: 19/08/2016

Signed:  (Church Administrator)

Print name: M. BROWN

Signed:  (Elder)

Print name TIMOTHY O. LOFTIS

Decision: 16005

3. No person involved in the care of children and young people (0-18 years old) on behalf of Suburban Baptist Church will:
- 3.1. Shame, humiliate, oppress, belittle or degrade children or young people;
  - 3.2. Unlawfully discriminate against any child;
  - 3.3. Engage in any activity with a child or young person that is likely to physically, emotionally or spiritually harm them;
  - 3.4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
  - 3.5. Use any form of physical discipline or physical punishment;
  - 3.6. Be unnecessarily or inappropriately alone with a child or young person;
  - 3.7. Develop a 'special' relationship with a specific child or young person for their own needs;
  - 3.8. Show favoritism through the provision of gifts or inappropriate attention;
  - 3.9. Arrange inappropriate contact, including online contact, with children or young people outside of the organisation's programs and activities;
  - 3.10. Engage in any form of relationship of a sexual nature with a child or young person;
  - 3.11. Photograph or video a young person or child without the consent of the young person or the child's parents, carers or guardians;
  - 3.12. Work with children or young people while under the influence of alcohol or illegal drugs;
  - 3.13. Engage in open discussions of a mature or adult nature in the presence of children;
  - 3.14. Use inappropriate language in the presence of children; or
  - 3.15. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

**4. What happens if you breach this Code of Conduct**

- 4.1. If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

I have read and agree to adhere to Suburban Baptist Church's Child Protection Policy, Procedure and Code of Conduct.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:            /        /