

# CityLife Church Child Protection Code of Conduct

Responsible: Senior Leadership Team	Date Created: 2/04/2015
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## 1. Introduction

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CityLife Church Incorporated is committed to providing a safe and secure environment for all its staff, partners, attendees, leaders and particularly to children across all of our congregations and worksites.

This document details the behaviours expected of all staff, leaders and volunteers who work with children in any capacity in the church, to ensure the safety of the children, CityLife staff, leaders and volunteers.

These detailed behaviours are to be applied in considering the general principals of the Code of Conduct overall.

## 2. Definition

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Child/ren: Any person/s under the age of 18

Discriminate: <sup>1</sup>Treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as age, sex, gender identity, race or disability.

Bullying: <sup>2</sup>An ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.

Grooming: <sup>3</sup>Building a relationship, trust and emotional connection with a child which would result in a child being more vulnerable to manipulation, exploitation or abuse. This could include

- favouritism, including giving special gifts,
- fostering a close physical relationship,
- controlling a child through threats, force or use of authority

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<sup>1</sup> <https://www.humanrightscommission.vic.gov.au/discrimination>

<sup>2</sup> <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/bullying.aspx>

<sup>3</sup>

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/expolitationgrooming.aspx#ink2>

### 3. Scope

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This code of conduct details acceptable behaviours and boundaries for CityLife staff, leaders and volunteers in any ministry setting. The behaviours and boundaries of this code also apply to non-ministry contexts where the leader / child power dynamic exists because the leader and child know each other only as a result of the ministry through which they were introduced.

The behaviours and boundaries detailed in this code apply with equal strength in every online platform and space where they can be construed to apply. In some places this has been detailed specifically, but it is intended to be interpreted as applicable for the document as a whole.

### 4. Code of Conduct

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In the pastoral support of children, and during their participation in a CityLife Church program, the staff, leaders and volunteers of CityLife Church will:

1. Treat everyone with respect and honesty, being open and accepting of diversity and difference in people, valuing their ideas & opinion.
2. Provide and maintain an environment that nurtures the developing child where they are protected from spiritual, emotional, physical and sexual abuse, bullying or discrimination.
3. Be a positive role model to children.
4. Follow guidelines for the protection of children as outlined in the CityLife Child Protection Policy.
5. Act and speak appropriately using positive language and tone, whether verbally or non-verbally (including online and text based platforms).
6. Provide opportunity for children to speak, then listen and respond to the views and concerns of children (with particular attention to any indications of concern for the safety of that, or any other, child) .
7. Have another adult, leader or volunteer present (including online) when working with or supervising children.
8. Ensure that all children are supervised at all times by approved people.
9. Respect a child's privacy during activities that require any changing of clothes.
10. Respect a person's feelings and privacy when engaging in physical contact of any kind.
11. Engage with parents/carers of any child where discipline issues in a group setting such as a Life Group Meeting, are considered an issue.
12. Encourage children and parents to speak up about issues that affect them.
13. Have pastoral meetings with a child in an appropriately supervised open or public setting. Where these meetings occur in a private home or other private space, including an online platform, it is necessary for a parent, carer or another adult to be in close proximity (i.e. at the home or private space) for the duration of that meeting.

14. Have regard to the gender of a child and the power/age balance in all dealings with a child. Where it is necessary for a male leader to be dealing with a female child in a one-on-one situation, another adult must be present.
15. Where appropriate, as staff, leader or volunteer, be visually identifiable, e.g. t-shirt or name tags. In an online context the leader must have their video turned on and ensure their real name is displayed.
16. Transport a child in a vehicle only with the prior consent of a parent. At all times there must be at least one other adult, leader, volunteer or child in the vehicle i.e. a minimum of three other people including the child being transported. If another leader is not in the car, arrangements and permissions must be in place to drop the last two children off together at the same place.
17. Advise supervisor or manager if an unauthorised person is seen near a child-related activity.
18. Use any computers, mobile phones, or video and digital cameras appropriately and in accordance with the CityLife Privacy Policy with regards to personal and sensitive information.
19. Immediately take action to report allegations or suspicions of abuse, in accordance with the CityLife Child Protection policy.
20. In the instance of activities involving children, undertake a risk assessment prior to any activity of a unique or risky nature, in compliance with the Activity Approval Policy, located on the staff intranet OH&S page.

Staff, leaders and volunteers of CityLife church will not:

1. Use inappropriate language.
2. Engage in behaviour that would shame, humiliate, belittle, or degrade or otherwise emotionally abuse a child. This specifically includes comments and interactions online and in social media platforms.
3. Discriminate against any child, including because of age, gender identity, sex, race, culture or disability.
4. Act in a sexually provocative manner or engage or encourage a child to participate in any form of sexual activity or sexually orientated conversation.
5. Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
6. Engage in any behaviour that is or may be perceived by a reasonable observer as grooming, including showing favouritism, exchanging personal contact details, befriending outside of church, online befriending or 'following'.
7. Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
8. Be alone in a room with a child while you or they are changing.
9. Engage in corporal punishment of a child.
10. Allow or participate in anything done in a closed, secretive environment.

11. Visit a child in their homes unless appropriate measures (such as outlined in this Code of Conduct) are taken to ensure the safety of both the child and the leader.
12. Share or transmit the personal or sensitive information of any child, except where it is in strict accordance with the CityLife Privacy Policy and with the permission of a parent or guardian.