


REACH West Code of Conduct

In addition to the Diocesan “**Code of Conduct for Child Safety**” REACH West ascribes to the following specific code of conduct; that:

1. All Church workers conduct themselves in a manner that is consistent with the values of the Christian Gospel, taking all reasonable steps to ensure the safety and wellbeing of children within their care
2. All staff and Lay workers are to promote a welcoming, inclusive and safe environment for all children, young people, staff and Lay workers
3. All staff and Lay workers treat with equality and respect all children and young people, regardless of race, ethnicity, colour, sex, language, religion or disability.
4. All staff and Lay leaders challenge behaviour that is unacceptable or in breach of the Code of Conduct.
5. All staff and Lay workers who have direct contact with or influence over children receive annual induction training on Child Safety
6. All staff and Lay workers who have direct contact with or influence over children have a “Working with Children’s” Card and Crim Check
7. Copies of staff and Lay workers “Working with Children’s” card and Crim Check records are kept and reviewed annually to ensure that they are current.
8. As far as is possible there should be a minimum of two adults present at all times when interacting with minors.
9. All staff and lay workers should as far as is possible maintain a clear line of sight when interacting with minors.
10. All staff and lay workers interacting with minors maintain an incident reporting book and report any incidents of concern relating to minors.
11. No staff or Lay worker shall provide minors material which is not part of the authorised curriculum or which has not been sighted and approved by the Vicar and Parish Council.

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12. All children should be signed-in and signed-out of Kid's Time and that those working with children maintain up-to-date records of all children, including any allergies and/or health concerns which may impact the a child and take all necessary precautions to reduce any risks or hazards to a child
 13. As far as it is possible, children with special needs should, where and when required, have one-on-one supervision. Where this is not possible or practical, procedures should be put in place, in consultation with the child's parents, to ensure the child's safety and inclusion.
 14. All children attending Kid's Time have an enrolment form filled in by their parent or guardian
 15. Posters informing the congregation, parents and children about child safety be prominently displayed.
 16. The Policy surrounding Child Safety be prominently displayed.
 17. Any suspicion or allegation of child abuse, exploitation or neglect be reported to the Child Safety Officer, Parish Council and appropriate authorities, including but not exclusively the Police
 18. Upon receiving a report, the Child Safety Officer and Parish Council shall ensure as a priority
 - a) The safety of the child;
 - b) The preservation of any evidence;
 - c) The timely documentation of the suspicion or allegation.
 15. Parish Council ensure:
 - a) The effective implementation of this policy, including regular review
 - b) The monitoring of any investigation, outcomes and/or lessons learnt and the implementation of any learnings which enhance child safety.
 - c) Records are kept of all breaches of the "Faithfulness in Service", "Duty of Care Handbook", Code of Conduct of the Anglican Diocese of Melbourne, REACH West "Child Safe Policy" or "Code of Conduct".
 - d) That all staff and Lay workers with direct contact or influence over children have a "Working with Children's" card and current Crim Check and that these are recorded and kept in a safe place and reviewed annually.

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16. Parish Council shall appoint a Child Safety Officer and Compliance Officer responsible for monitoring and auditing the REACH West “**Child Safety Policy**”, “**Code of Conduct**”, the Anglican Diocese of Melbourne “**Child Safe Policy**” and “**Code of Conduct for Child Safety**” reporting and recording any breaches of these Policies or Codes to Parish Council and appropriate authorities including but not exclusive to Police.

 17. The Child Safety Officer shall provide regular reports on Child Safety to Parish Council and commit to ongoing training in Child Safety