



Code of Conduct For Leaders and Volunteers

Adopted by Fair Dinkum Men's Ministry on the 16.10.2024

Purpose

The Ministry is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse. As part of this commitment, staff and volunteers are required to sign and abide by this Code of Conduct.

The Code of Conduct sets out the following:

- the ministry commitments of committee members
- minimum behavioural standards and appropriate boundaries required of committee members;
- the steps to be taken in the event of a potential breach of this Code.

The Code of Conduct seeks to reflect the biblical call to godliness and faithfulness in ministry (eg/ 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

Scope

The Code of Conduct applies to all staff and volunteers aged 16 and over

Working With Children Check

All committee members will have a Working with Children's Check

The Code of Conduct should be read in conjunction with:

- Procedure for Responding to Child Protection Concerns. Outline below, under the heading "Procedure for Responding to Child Protection Concerns"

Conflict Resolution Procedure

• Acknowledge the Conflict

- Recognize that a conflict exists and agree to address it.

• Set a Time to Discuss

- Choose a neutral time and place to talk calmly with two other committee member present (can be F2F or online).

• Listen to Each Other

- Allow each person to share their perspective without interruption.

- Participate in active listening practices, the neutral party can facilitate this.
- **Identify the Issue**
 - Clearly define the root cause of the conflict.
 - Note down major issues
- **Discuss Solutions**
 - Brainstorm possible solutions together, focusing on mutual benefits.
- **Agree on a Resolution**
 - Choose a solution that everyone can agree on and commit to it.
- **Follow Up**
 - Check in later to ensure the solution is working and the conflict is resolved.
 - Ask if the matter can be raised at the committee meeting

Handling Complaints against Staff and Volunteers

All complaints and grievances can be noted on the website's contact page, under "Feedback or complaints". The email will be sent to all committee members for perusal and discussion of the best process forward.

1. Staff and Volunteers are encouraged to:

Nurture their own relationship with God

- join regularly in the life and ministry of the Church;
- study and reflect on the Scriptures in private and in groups;
- pray regularly in private and in fellowship with and for the people and ministry of the Church; and
- give of your time and finances to the work of the Church, as an expression of our gratitude to God.

Nurture healthy relationships:

- treat others with respect;
- love and care for your family (including paying attention to the effect of ministry on them);
- be a team player;
- be accountable
- cooperate with other staff and volunteers
- treat every program participant fairly and equitably
- acknowledge when I am out of my depth, or do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling), and seek help from the Safe Church Team or a Pastor;

2. Staff and Volunteers commit to:

1. Commitment to Christian Values

- Uphold and demonstrate Christian values in all actions and decisions.
- Live in accordance with the teachings of Jesus Christ, showing love, compassion, and integrity.

2. Respect for Others

- Treat every individual with respect, kindness, and dignity.
- Refrain from discriminatory, offensive, or hurtful language and actions.

3. Honesty and Integrity

- Be truthful and transparent in all communications and activities.
- Avoid deceit, dishonesty, and any form of corruption.

4. Confidentiality

- Respect the privacy and confidentiality of others, particularly in sensitive matters.
- Do not share personal information without consent, except where legally required.

5. Accountability

- Take responsibility for personal actions and decisions.
- Be open to feedback and correction and strive to improve continually.

6. Commitment to Service

- Serve others selflessly, placing the needs of the community and ministry above personal interests.
- Be diligent, reliable, and faithful in fulfilling ministry duties.

7. Avoidance of Conflicts of Interest

- Avoid situations where personal interests could conflict with ministry responsibilities.
- Disclose any potential conflicts and recuse oneself from decision-making if necessary.

8. Stewardship of Resources

- Use ministry resources wisely and responsibly.
- Ensure all financial dealings are transparent, ethical, and in line with ministry goals.

9. Unity and Cooperation

- Promote unity and harmony within the ministry, working together towards common goals.
- Avoid gossip, division, and actions that could cause discord.

10. Adherence to Ministry Policies

- Follow all ministry policies, procedures, and guidelines.
- Participate in required training and development programs to grow spiritually and in service.

11. Spiritual Growth

- Commit to personal spiritual growth through prayer, Bible study, and fellowship.
- Encourage others in their spiritual journey and offer support where needed.

12. Evangelism and Discipleship

- Actively participate in the ministry's mission to spread the Gospel and make disciples.
- Live as a witness to the Christian faith in everyday life.

Procedure for Responding to Child Protection Concerns

Scope

This procedure applies to all committee members and volunteers.

Definitions

- **Child:** Any person under the age of 18 years.
- **Child Sexual Abuse:** Any sexual act or sexual behavior involving a child, including exploitation, grooming, or inappropriate sexual behavior.

Relevant Legislation

- **Children and Young Persons (Care and Protection) Act 1998 (NSW)**
- **Commission for Children and Young People Act 1998 (NSW)**
- **Working with Children Act 2012 (NSW)**

Procedure**1. Recognizing Concerns**

- Staff and volunteers should be vigilant for signs of child abuse, including but not limited to:
 - Unexplained injuries or signs of trauma.
 - Changes in behavior, mood, or performance.
 - Disclosure of abuse by a child.

2. Immediate Actions

- **Do Not Investigate:** Staff must not attempt to investigate or question the child.
- **Ensure Safety:** If a child is in immediate danger, prioritize their safety and well-being. Remove them from the situation if safe to do so. Contact all committee members and emergency services (000) if necessary.

3. Reporting Concerns

- **Document:** Immediately document your observations, including dates, times, descriptions of the behavior, and any disclosures made by the child.
- **Notify the Designated Safeguarding Officer (DSO):** Report the concern as soon as possible to the DSO or a senior church leader trained in child protection matters.

4. Confidentiality and Sensitivity

- Maintain confidentiality; only share information with those directly involved in the response and investigation.
- Treat the child and their family with respect and care, ensuring they feel safe and supported throughout the process.

5. Follow-Up Actions

- Cooperate fully with any investigations led by the DSO or relevant authorities.

6. Reporting to Authorities

- If the DSO determines that the concern warrants further action, they will contact the appropriate authorities, including the NSW Department of Communities and Justice (DCJ) or the NSW Police.
- Reports to authorities should be made promptly and in accordance with the law.

3. I understand that if there is a complaint against me relating to a breach of this Code of Conduct:

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, the Ministry may ask me to step aside from my duties while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I agree to participate in any process initiated under the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers and/or Procedure for Responding to Child Protection Concerns and agree to be bound by the outcomes of any such process, which may include termination of my employment/engagement as a staff member or volunteer with the Church.

4. If I am a Fair Dinkum Men's Ministry member, I:

- a) agree to uphold and be bound by Sanctuary Australia's policy for Safe Church Policy and other policies that are needed to uphold ministry standards.

b) understand that a breach of Sanctuary Australia's Code of Conduct will be considered a breach of this Code of Conduct;

I, _____ have read, and agree to be bound by and uphold, the Code of Conduct for Leaders and Volunteers.

Signature

Date

Witness of signature

Name

Signature

Date