1. Title: Code of Conduct – Interacting with Children and Young People

2. Applies to: All of the Christian Brothers Oceania Province Personnel

3. Geographical Application: Assumes Province wide unless stated otherwise, including when working overseas

4. Legislation/Regulation: Legislation as outlined in the Professional Standards Policy

5. Guideline Statement:

Each child receiving the services of the Christian Brothers Oceania Province has the right to feel safe and be protected from "harm". The Trustees of the Christian Brothers Oceania Province are committed to the safety of children and young people who use the services offered and to the wellbeing of all children and young people. The Christian Brothers Oceania Province upholds the rights of children as stated in the United Nations Convention on the Rights of the Child (UNCRC).

All people working for or within Oceania Province have a duty of care to children using its services, and will aim at all times to provide the safest possible programs and environments and take responsible action to protect them from a reasonably foreseeable risk of harm. This duty of care applies equally to ministry-based activities conducted by volunteers in Oceania Province that involve children and young people. Employees and volunteers should note that this Code of Conduct applies within residential settings, camps, excursions, programs, initiatives and tours within or outside of Australia.

It is noted that employees and volunteers must also adhere to relevant church documents, i.e. Integrity in Ministry, Towards Healing, and to the Christian Brothers Oceania Province policies and guidelines relating to children and young people. Requirements of the law in different jurisdictions need to be known and followed.

If there is any conflict between this Code of Conduct and requirements of the law in different jurisdictions the legislation will prevail. If an employee or volunteer is in doubt about the interpretation of this Code then the matter should be discussed with the Ministry Leader. If the matter cannot be clarified, it is to be referred to the Director of Province Mission Oceania Province or his delegate.

6. Procedures:

6.1 Expectations of individual Ministries in regard to enacting and supporting this Code of Conduct

6.2 The Principles underlying Integrity in Interacting with Children and Young People

6.3 Interactions with children and young people
6.4 Behaviour of those interacting with children and young people
6.5 Children Support Practices
6.6 Physical contact with children and young people
6.7 Breaches of the Code of Conduct – Integrity in Interacting with Children and Young People
6.8 Reporting Procedures for a Breach of this Code of Conduct

6.1 Expectations of individual Ministries in regard to enacting and supporting this Code of Conduct

This Code of Conduct is based on the expectations that all Ministries:

- undertake due diligence in recruitment and selection of individuals to work with children and young people;
- provide suitable training and professional development in protective behaviours, e.g. awareness of the specific care needs of the children and young people who are the prime participants in the activities of the particular ministry;
- have in place professional supervision for staff and monitoring procedures around protective behaviours;
- develop and make known to employees and volunteers the required reporting practices of The Christian Brothers Oceania Province and the requirements of the law in different jurisdictions;
- commit suitable resources and monitor the implementation of the Code of Conduct, e.g. conduct timely risk assessment audits.

6.2 The Principles Underlying Integrity in Interacting with Children and Young People

The service of those persons who work within The Christian Brothers Oceania Province has its origins in the Gospels and in particular in Jesus' statement that he had come that all might have 'life in all its fullness' (John 10:10) and Blessed Edmund Rice's deep compassion for the 'dear little ones'.

All those persons who work within Oceania Province and provide services for children and young people are:

- committed to principles of justice and equity;
- committed to uphold the dignity of all people, especially children and young people and their right to be respected;
- committed to safe and supportive relationships;
- committed to strive for excellence in all their work.
Interactions with children and young people

It is expected that all who work within The Christian Brothers Oceania Province are caring, compassionate, respectful, supportive adults who act with integrity and take interest in the wellbeing of children and young people, and who set appropriate boundaries within those adult-child relationships.

Employees, religious, clergy and volunteers must be aware that their interactions with children and young people are based on reliance on and confidence in them as persons entrusted with their safety and care, and that those relationships are open to scrutiny, which carries the risk of misinterpretation and perception by others.

6.3.1 Principal Requirements

Commitment to justice and equity

- Understand the problems which can occur because of the imbalance of power in a service relationship between themselves and the children and young people they work with, and be sensitive to not, intentionally or unintentionally, exploiting this power e.g. in a majority world context, privileged and much sought after support such as with individual sponsorship programs is an example of high power differential relationships that calls for cautious monitoring.

- Take all necessary measures to assist children and young people with disabilities to experience an environment and conditions which help to ensure dignity, promote self-worth, and facilitate the child or young person's active participation in programs and activities.

- Conduct themselves in a manner, which is consistent with gospel values and those of Blessed Edmund Rice.

- Provide a welcoming, inclusive and safe environment for children and young people and their parents/caregivers, and all who access our programs and services.

- Exhibit justice and fairness in relationships and service.

Uphold the dignity of all people and their right to respect

- Treat all children and young people accessing the programs and services with respect.

- Respect religious and cultural differences.

- Respect religious and cultural practices.

- Embrace diversity and difference.

- Know, understand and respect the physical and emotional boundaries of children and young people, especially in cross-cultural contexts.
Committed to safe and supportive environments

- At all times be transparent in actions and whereabouts.
- At all times ensure that the relevant legal obligations for working with children and young people are met – this includes undergoing screening checks for working with children and young people and/or accreditation for working with children in their local state or area jurisdiction.
- At all times not engage in behaviour that could be interpreted as offensive or any other inappropriate conduct that may result in emotional distress, psychological harm or spiritual harm to a child or young person.
- Familiarise themselves with the causes of child abuse and neglect, the steps to be taken for the protection of children and young people, and the procedures to follow if abuse or neglect is suspected or observed.
- Inform the Ministry Leader or the Director of Province Mission or his/her Delegate when they observe behaviour of any adult who works within Oceania Province towards children and young people that is a matter for concern.
- Report any allegations or disclosures of child ‘harm’ to the Ministry Leader or Director of Province Mission or his/her delegate.
- Not use internet social networks, such as Facebook, MySpace or YouTube to contact children and young people accessing the services of the Christian Brothers Oceania Province.

Strive for excellence in all their work

- Commit themselves to providing professional and competent service.
- Work within a well-defined role description that complies with the relevant legal obligations associated with the tasks.
- Fulfil all requirements of their role with due diligence and commitment.
- Know, understand and be aware of the boundaries between personal and service relationships.
- Not engage in tasks/activities for which they have inadequate expertise or no professional qualifications, especially Pastoral Care and Counselling.
- Take responsibility for their professional development needs.
- Take responsibility for their self-care and supervision needs.
- Take responsibility for ensuring they do not place themselves in positions where there is a risk of allegations being made against them.
- Self-assess their behaviours, actions, language and relationships with children and young people.
Embrace the practice of peer assessment of their behaviour, actions, language and relationships with children and young people.

A flowchart for reporting breaches of this Code of Conduct is given in the associated guidelines: Child Protection Reporting Procedures.

6.4 Behaviour of those interacting with children and young people

There is no place for behaviour that could be interpreted as offensive, or any other inappropriate conduct that may result in emotional distress, psychological harm or spiritual harm to a child or young person. For example:

- Behaviour that is intended to shame, humiliate, belittle or degrade a child or young person including targeted and sustained criticism and teasing.
- Using offensive or discriminatory language when speaking with a child or young person including racial and religious insults.
- Ignoring or withholding praise and affection.
- Excessive or unreasonable demands.
- Hostility, constant yelling/verbal abuse, rejection or scapegoating.
- Using locations that may cause fear to a child or young person, or social isolation as punishment.
- Holding, kissing, cuddling or touching a child or young person that would be perceived by others as intrusive of their personal space and not respectful of the child or young person or in a culturally insensitive way.
- Exposing a child or young person to inappropriate content, for example, sexually explicit or violent films, books or magazines, or displaying pornographic materials either by hard copy or computer screen.

Some indicative behaviour that may suggest a child or young person is not being treated in a consistent manner could include:

- Acting in a way that shows unfair and differential treatment of a child or young person, for example, giving gifts to a child or young person when this is not the practice with other children or young people, or asking the child or young person to keep the gift a secret from others.
- Showing special favours, for example, taking a particular child or young person on camping trips, social outings including movies, theme parks and meals.
- Spending ‘special time’ with a particular child or young person.
- Seeking to make contact and spend time alone with any child or young person outside the ministry or program times.
- Sharing secrets or discussing intimate relationships with a child or young person.
Allowing a particular child or young person to over-step rules, for example, using an area that is restricted to other children and young people.

Inconsistent consequences or allowances towards a particular child or young person except where it is evident that the child or young person needs special consideration or allowances, for example, where the child has a medical problem or disability or other condition or situation that requires special consideration or allowances.

The mentoring relationship between adult and child or young person requires spending time with a particular child or young person on their own. In this relationship it is essential that adults receive sound training and supervision and only have contact with the child or young person within ministry and program times.

Employees and volunteers must be conscious that their position places extra obligations on them when interacting with children and young people accessing services within the Christian Brothers Oceania Province.

Examples of inappropriate employee – volunteer/child relationships include:

- Making telephone calls of a personal nature to a child or young person that are not required by the working relationship. An example of an appropriate call could be one informing them of a change of time or venue for an activity.
- Sending emails of a personal nature to a child or young person that are outside the working relationship as stated above.
- Sending SMS (text) messages of a personal nature to a child or young person that are outside the working relationship as stated above.
- Unauthorised communication with children and young people through the use of computers, mobile phones, video and digital cameras which are the property of the Christian Brothers Oceania Province and used for their work as an employee or volunteer.
- Communicating with children and young people using social networking sites.
- Over-familiarity with a child or young person (for example, behaving provocatively or inappropriately).
- Developing a sexual relationship with a child or young person.
- Photographing or videoing a child or young person without the consent of the child and his/her parents or guardians.
- Condoning, ignoring or participating in behaviour of children and young people, which is illegal, unsafe or abusive. If such behaviour is observed there is a responsibility to address it.
- Supplying and/or serving alcohol, tobacco or any controlled or illicit drugs to a child or young person when in the care of employees and volunteers within the Christian Brothers Oceania Province.
Supplying and/or administering medication without the express permission of a parent or guardian.

Spending time or undertaking activities in a child or young person’s home when the child or young person’s parent/guardian or carer is not at home.

Taking a child or young person to his/her own home/hotel or sleeping in the same room or bed as a child or young person.

Not being sensitive with regard to the physical and emotional space required in interactions with children and young people.

Doing things of a personal nature that a child or young person can do for him/herself, such as assistance with toileting or changing clothes.

Smacking, hitting or physically assaulting a child or young person.

Hiring minors as domestic labour.

When congratulating children, a consistent approach should be used in line with ministry or initiative practice. There are times when physical contact can be necessary and helpful in giving care, comfort and affirmation, for example, if a young child is homesick while attending a camp or a child is experiencing a situation that is causing him/her stress or anxiety.

Employees and volunteers must be conscious that their actions, particularly physical gestures, may be open to misinterpretation by others. Employees and volunteers are required to develop and exercise prudent judgment and sensitivity regarding appropriate physical interaction with children and young people.

For overnight and extended activities, an appropriate risk analysis of the full context of the activity is required to determine the number of supervising staff necessary. A minimum of two adult supervisors is required to supervise children and young people, and it is important that there will be at least one supervisor of the same gender as any child participating in the activity. Prior approval from the Ministry Leader must be sought when camps and excursions are conducted.

If internet social networks are accessed during a supervisor’s personal time it is important that the content is appropriate and private, and that the access is confined to specific people who are not children or young people.

In the overall process of implementing the planning of overnight and extended activities that involve Aboriginal and Torres Strait Islander children and young people, Maori children and young people and children and young people from other cultures who access the services of Oceania Province Ministries, the Ministry Leader must ensure that appropriate consultation occurs periodically with a suitable advisor or advisors. This is to ensure that supervision issues appropriate to a particular culture are taken into consideration, and will assist in helping the children and young people feel safe and comfortable.
For Aboriginal and Torres Strait Islander children and young people, an issue can be that different communities might very well have specific and different expectations around dress and supervision in public (i.e. out of the home) for boys and girls, each at different ages. For example – what swimming attire employees, volunteers and other young people wear.

Employees and volunteers should avoid, as far as possible, situations where they are alone with a child or young person. Employees and volunteers will:

- Whenever possible, endeavour not to drive a child or young person in their own car or a Christian Brothers Oceania Province vehicle unless they have specific permission and do so in accordance with relevant Oceania Province policies on Child Protection. Prior approval must be obtained from the Ministry Leader when it is necessary to escort a child or young person to an appointment, e.g. medical, dental, tuition etc.

- In the event of an emergency, employees and volunteers will attempt to obtain parental consent and also report the matter to the Ministry Leader, where possible, prior to the journey’s commencing. In these instances it is important to keep accurate records including time of departure and arrival.

- Only engage in tutoring and coaching children and young people in accordance with relevant Oceania Province policies on Child Protection. Employees and volunteers will continue to follow their obligations under this Code of Conduct while also being aware that separate professional and child protection issues may arise in their circumstances.

- Ensure the setting is appropriate for the activity when talking with or interviewing children and young people, for example, in all rooms where the child or young person is located and/or likely to be interviewed there will be clear glass windows and/or glass panes in doors. At no time will doors be locked or rooms inaccessible.

- Not be alone with a child or young person in sleeping, dressing or bathing areas.

- Ensure that at least two children or young people are involved in chores and activities where possible, or if conducting activities with an individual child or young person, do so in a public place in view of others.

- Document any one to one activities with a child or young person, including recording details of travel, type of activity, location and any significant incidents or conversations, and provide this documentation to the Ministry Leader in a timely manner.

Employees and volunteers must not under any circumstances, engage in intimate and/or sexual relationships with a child or young person or engage in any conduct of a sexual nature with a child or young person. The age of the child or young person or the employee or volunteer is irrelevant and it is irrelevant whether the relationship is heterosexual or same-sex, consensual or non-consensual, or condoned by parents or caregivers.

Such circumstances may result in criminal charges and be reportable to the appropriate authorities and/or relevant professional associations. Such circumstances will always be a breach of this Code of Conduct and therefore will result in disciplinary action.
Sexual misconduct in dealings with children and young people includes:

- Sexual jokes and comments;
- Obscene language of a sexual nature;
- Unwarranted, prolonged or inappropriate touching;
- Requests for sexual favours;
- Expressing romantic feelings towards a child or young person;
- Personal correspondence with a child or young person in respect of the employee's or volunteer's sexual feelings for the child or young person;
- Sexual exhibitionism or undressing in front of a child or young person;
- Deliberate exposure of a child or young person to the sexual behaviour of others;
- Possession, distribution or display of pornography;
- Electronic transmission of messages or files, which are sexually explicit, offensive or contain inappropriate jokes;
- Sending SMS (text) messages or communicating using social networking sites, which are sexually offensive or contain inappropriate jokes.

To safeguard integrity and respect for relationships with children and young people, employees and volunteers, in their pastoral care role, must be cautious of the content and context of their discussions and interactions with them.

Employees and volunteers must refrain from:

- making personal comments about a child or young person;
- asking questions that probe a child or young person's sexuality or personal relationships;
- discussing or asking for an opinion about other people's intimate or sexual activities;
- discussing with children and young people personal details of the employee or volunteer's lifestyle and relationships;
- disclosing their personal contact details to a child or young person.

Should any child or young person engage, or attempt to engage, in inappropriate behaviour of a sexual nature with an employee or volunteer, then immediate steps must be taken to discourage the child or young person and the matter must be immediately reported to the Ministry Leader.

Employees and volunteers must notify the Ministry Leader or the Director of Province Mission, Oceania Province or his delegate IMMEDIATELY, should they suspect a situation involving any form of risk of harm to a child or young person. Employees and volunteers must know and follow the mandatory requirements of Child Protection legislation in their own jurisdictions and applicable laws or acts in other national jurisdictions, including other nations, when working with children and young people within that jurisdiction or nation.
Employees and volunteers must know and follow the requirements of the Christian Brothers Oceania Province Child Protection policies and guidelines and Church requirements stated in the Towards Healing Protocol, and Integrity in Ministry documents.¹

6.5 Children Support Practices

Support practices for children and young people receiving services within the Christian Brothers Oceania Province aim to facilitate the development and experience of responsible self-discipline amongst children and young people and to promote the wellbeing, safety and effective management of the individual ministry or initiative.

Each person working within the Christian Brothers Oceania Province is expected to abide by the individual ministry or initiative’s behaviour management support guidelines and avoid any action that will threaten a child or young person’s sense of personal safety.

Corporal punishment is prohibited. Corporal punishment involves the application of physical force to punish or correct a child or young person. Physical contact or restraint to correct a child or young person is not allowed, unless that physical contact or restraint is reasonable and necessary for the protection of any person.

The following practices are unacceptable:

- Using an object, such as a ruler or book to gain a child’s or young person’s attention in a hostile or inappropriate manner.
- Holding or restraining a child or young person for any purpose other than to prevent harm to self or others.
- Pushing, pulling, shoving, grabbing, pinching, poking or shaking a child or young person.
- Making a child or young person maintain a painful or uncomfortable physical position over a period of time e.g. standing with arms outstretched in a T position.
- Intimidating, swearing at or using sarcasm to humiliate a child or young person.
- Criticising a child or young person rather than the child’s or young person’s actions.

6.6 Physical contact with children and young people

When physical contact with a child is a necessary part of the activities/learning experience, employees and volunteers must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed.

¹ It is not the responsibility of employees or volunteers to investigate allegations of suspicions of a child protection nature. This is the responsibility of Officers of the relevant Child Protection Agencies and Policies Services.
Physical interventions (including physical restraints, removals, escorts) to contain and/or control the behaviour of a child or young person will only be employed as measures of last resort to ensure safety and protection. The use of physical intervention is restricted to occasions when the child or young person, other children and young people, employees, volunteers or others are being harmed or are in imminent danger of being harmed. Only such force as is reasonably necessary in the circumstances is permitted and will never be used to hold a child or young person down.\footnote{As any physical intervention involves some risk to the child or young person or employee or volunteer. Employees and volunteers must weigh this risk against the risk involved in failing to physically intervene when it is warranted. All employees and volunteers using physical interventions/reasonable restraint to escort are responsible and accountable for the manner in which they exercise that authority. Employees and volunteers should be aware that the use of physical intervention may constitute a criminal offence.}

It is of high priority that Ministry Leaders of ministries working with children and young people develop a Behaviour Management Plan clearly stating the process and procedures to be adopted when intervention is necessary. An Incident Record Register must be kept to document all incidences and interventions relating to children and young people.

Employees and volunteers will support the principles of privacy and the need for confidentiality that do not contravene legal obligations required in the jurisdictions in which they work and the Christian Brothers Oceania Province and Church requirements when working with children and young people.

Examples of situations in which physical contact with a child or young person may be appropriate.

- Assessing a child or young person who is injured or ill may necessitate touching. In these circumstances an employee or volunteer will advise the child or young person of what they intend to do and, where possible, seek the child or young person's consent.
- Conducting activities, for example, sport, swimming and other activities that may require the physical handling of a child or young person to demonstrate a particular action of skill.
- Comforting a distressed child or young person.
- Guiding a child or young person in a non-threatening manner.
- Gently tapping a child or young person on the shoulder to gain his/her attention after verbal requests are unsuccessful.
- Protecting a child or young person from imminent danger to himself/herself or to others.
- Carrying or piggy backing a small child who is tired during an excursion or has been injured.
Examples of when it may be appropriate to use physical intervention as a last resort.

- A child or young person attacking an employee, other adult, volunteer, other child or young person.
- A child or young person physically fighting with another child or young person.
- A child or young person causing, or at risk of causing, injury to self or others.
- A child or young person misusing dangerous materials, substances or objects where it is likely that this will cause harm.

6.7 Breaches of the Code of Conduct – Integrity in Interacting with Children and Young People

Conduct which is contrary to this Code may amount to professional misconduct, which will be dealt with in accordance with relevant Oceania Province policies and/or Church protocols Towards Healing and Integrity in Ministry and in accordance with principles of fairness and natural justice.

Should any employee or volunteer have concerns about possible breaches of this Code they should speak with the Ministry Leader or the Director of Province Mission Oceania Province or his/her delegate.

6.8 Reporting Procedures for a Breach of this Code of Conduct

In compliance with this Code of Conduct it is mandatory to report concerns about the conduct of an employee or volunteer, including religious and clergy, working within the Christian Brothers Oceania Province, towards a child or young person accessing the services of the Christian Brothers Oceania Province. Conduct contrary to this Code may amount to professional misconduct or a criminal offence, and therefore will be addressed by the relevant Oceania Province policies and guidelines and/or the Church protocols Towards Healing, Integrity in Ministry and Integrity in the Services of the Church.

If the concern or complaint is against a Director or member of the Leadership Team the person receiving the concern or complaint will immediately inform the Province Leader.

If the concern or complaint is against the Province Leader the matter will be referred to the Congregational Leader. Advice can be sought from the Executive Officer, National Professional Standards Office.³

³ Any proven malicious reporting will not be tolerated and will be dealt with in accordance with relevant Oceania Province policies and guidelines and in accordance with principles of fairness and natural justice.
7. **Other Relevant Oceania Guidelines:** See website (www.edmundrice.org/Policies-Guidelines-and-Standards)

8. **Forms:** Not applicable

9. **Definitions:**

   **The term Child or Young Person**

   Refers to any person under the age of majority as declared in the law of the specific country. Cf http://en.wikipedia.org/wiki/Age_of_majority.

   **Child Abuse**

   Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse can be of a physical, sexual, psychological, emotional or spiritual nature and includes neglect, bullying, child labour and domestic violence.

   Both boys and girls can be the victims of abuse, and abuse can be inflicted on a child or young person by both men and women, as well as by young people themselves. In some cases, professionals and other adults working with children and young people in a position of trust also abuse children and young people.

   **Christian Brothers (Edmund Rice) Ministry**

   Is a particular work that is undertaken by the Trustees of the Christian Brothers Oceania Province as a specific apostolic activity proper to the mission of the Province and for which the Trustees have responsibility.

   **Duty of Care**

   Duty of Care is a common law concept that refers to the responsibility of the organisation to provide all who work within the organisation (employees, volunteers) and those persons who access the services of the organisation (clients, visitors) with an adequate level of protection against harm.

   **Employee**

   Refers to each person working within the Christian Brothers Oceania Province, including lay personnel, contractors, religious, clergy and volunteers (both paid and unpaid) involved in ministries, initiatives and services provided by the Christian Brothers Oceania Province.
ECPAT (End Child Prostitution Child Pornography and Trafficking of Children for Sexual Purposes)

ECPAT is a global network of organisations and individuals working together to eliminate child prostitution, child pornography and the trafficking of children for sexual purposes. It seeks to encourage the world community to ensure that children everywhere enjoy their fundamental rights, free and secure from all forms of commercial sexual exploitation.\(^4\)

Child Wise – ECPAT in Australia – is Australia’s leading child protection charity, working in Australia, Asia and the Pacific to prevent child abuse.

The Australian Council for International Development (ACFID) is an independent association of Australian non-government organisations (NGOs) working in the field of international aid and development.

Harm

As defined under the Child Protection Act 1999 (Qld). Section 9 of this Act states:

‘Harm’ to a child, is ‘any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing’. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, or sexual abuse or exploitation.

The Commission for Children and Youth Risk Management Strategy Toolkit Qld 2010 states -

‘For harm to be significant, the detrimental effect on the child’s wellbeing must be substantial or serious, more than transitory, and must be demonstrable in the child’s presentation, functioning or behaviour’.

Harm may be categorised in the following types:

- Bullying

Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is usually deliberate and repetitive. Bullying may be physical or psychological. It may be perpetrated via the use of verbal or non-verbal communication.

Physically bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury.

Verbal bullying includes insults, taunts, threats and ridicule which may also occur through the medium of social networking and other electronic media, such as mobile phones, web cams.

---

\(^4\) Sexual abuse includes Child-Sex Tourism. ECPAT International defines child-sex tourism as: ‘...the commercial sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed and there engage in sexual acts with children, defined as anyone aged less than 18 years of age.’ (ECPAT International, 2006 as quoted in the draft ACFID Code of Conduct – Guidelines for the development of child protection Policies 2008)
Psychological bullying includes physical intimidation and ostracism which may also occur through the medium of social networking and other electronic mediums, such as mobile phones, webcams.

- **Emotional Abuse**
  This occurs when a child or young person is repeatedly rejected, or frightened by threats. This may involve name-calling, being put down or continual coldness from parent or caregiver, to the extent that it affects the child or young person’s physical and emotional growth.

- **Exposure to Domestic Violence**
  Domestic Violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within intimate relationships.

- **Neglect**
  Neglect is the persistent failure or the deliberate denial to provide the child or young person with clean water, food, shelter, medical care, sanitation or supervision or care to the extent that the child or young person’s health and development are placed at risk.

- **Physical Abuse**
  This occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

- **Sexual Abuse**
  This occurs when a child is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification and contravenes the child’s human rights and the country’s law. These can be contact or non-contact acts, including threats and exposure of the child to pornography.5

---

5 There may be actions by the offender during the preparatory stage of sexual abuse that are described as ‘grooming’. Grooming is a very deliberate and calculated process. It is the deliberate actions taken by an adult to form a trusting relationship with a child or young person as well as with those responsible for the child or young person’s wellbeing, with the intent of later having sexual contact with the child or young person. This trust might be gained by being the child or young person’s ‘special’ friend, giving gifts or money and toys etc. to the child for no apparent reason, showing pornography – videos or pictures – to the child or young person with the intention of ‘normalizing’ sexual behaviour, talking about sexual topics and problems normally discussed between adults, gaining the parents’ trust by befriending them with the goal of easy access to the child or young person, offering to babysit, inviting the child or young person for ‘sleepovers’, taking the child or young person on holidays or outings.

---

**Code of Conduct – Interacting with Children and Young People Guidelines**

Date Approved: May 2013

Author: Bev Patterson

Approval Body: Oceania Leadership Team

Date for Review: May 2013

Date Checked: May 2013

File Ref: 01-001-0045

Policy Coordinating Group
Initiative
Means a service operated by the Trustees of the Christian Brothers Oceania Province.

Integrity in Ministry
Is a Code of Conduct for Clergy and Religious engaged in Ministry on behalf of the Catholic Church in Australia.

Ministry
Means a particular work that is undertaken to serve the mission of the Church and which has the responsibility to protect, honour and advance the dignity of every human person.

Ministry Leader
Is a person who has delegated responsibility for the day to day operations of a particular ministry for which the Trustees of the Christian Brothers Oceania Province is the governing authority.

Christian Brothers Oceania Province
Christian Brothers Oceania Province is an organisational and administrative structure established by the Congregation Leadership Team to facilitate the mission and ministries of the Congregation in Australia, East Timor, New Zealand, The Philippines and Papua New Guinea, and to form and nurture those who constitute its membership.

Professional Boundaries
Are the limits that allow for safe connections between individuals. For the purpose of this Code of Conduct a boundary violation occurs when an employee or volunteer, including clergy and religious, consciously or unconsciously, uses the relationship between them and the child or young person to meet personal needs rather than the needs of the child or young person. Behaviour of a sexual, physical or psychological nature, which exploits the special position of trust between an employee or volunteer and a child or young person, breaches Professional Boundaries.

Towards Healing (TH)
Refers to the process to be followed, as outlined in the *Towards Healing protocol*, when a complaint of abuse is made against a person working for the Catholic Church in Australia. This process applies to all personnel, including permanent, part-time, casual and volunteer staff and clergy and religious and addresses past and present allegations of abuse.

United Nations Convention on the Rights of the Child (UNCRC)
The Convention of the Rights of the Child is the first legally binding international instrument to incorporate the full range of human rights – civil, cultural, economic, political and social rights. In 1989 world leaders decided that children needed a special convention just for them because people under 18 years often need special care and protection that adults do not.