

HILLSONG CHURCH FORMS & SUPPORTING DOCUMENTS

DOCUMENT TITLE:	WORKING WITH CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT		
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Hillsong Church Codes of Conduct for Working with Children & Young People

Statement of Commitment

Hillsong Church is committed to the protection, safety and well-being of all children and young people in its care. Hillsong Church endeavours to do everything possible to prevent child abuse and to be an agent of love, encouragement, care, healing and justice.

Codes: Everyone participating in Hillsong Church's programs (including staff, volunteers, students, young people, children, parents and visitors) must keep to the following codes of behaviour.

DO	Provide an environment which nurtures the developing child and young person and protects them from spiritual, emotional, physical and sexual abuse.	DO	EVER be alone with a child or young person.
DO	Have another adult present when with a child or young person.	DO	Take children or young people into a solitary or dark place.
DO	Follow guidelines for the safety of children and young people as outlined in the Hillsong Children and Young People Safety Policy.	DO	Kiss, touch or tickle children or young people or do anything that has the potential to be sexual.
DO	Act on complaints or disclosure of abuse.	DO	Visit a child or young person at home while the child or youth is alone.
DO	Make sure all children and young people are supervised at all times by approved adult leaders.	DO	Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
DO	Provide parents with correct information regarding program start and finish times. Ensure that every child and young person is picked up safely.	DO	Change nappies. The parent or carer is to be contacted to change the wet or soiled nappy. Please note: This does not include Hillsong Child Care Centre, which abides by the requirements of the Australian Children's Education and Care Quality Authority.
DO	Report suspicious people in any children's or youth program to the nominated program overseer.	DO	Be involved in toileting except with pre-schoolers or Treasure chest unless assistance is required and then only if done so in an open way with another approved volunteer within sight and hearing.
DO	Have pastoral meetings (approved people only) in an open environment, within the view of another person.	DO	Drive or transport a child without at least one other adult in the car.
DO	Where applicable, as an approved leader, visually identify yourself. E.g. Hillsong Kids leaders wear t-shirt and name tag in programs.	DO	Talk to a child under the age of 16 years over the phone without receiving parental or carer's permission. When ringing, talk with the parents first. If the child answers the phone, ask to speak to parent/ carer first.
DO	If pastoral support is required for a child or young person: a) Parents / Carers permission must be received b) Pastoral support must take place in a church approved environment. Department Heads should be made aware of this.	DO	Develop any 'special' relationships with children or young people that could be seen as favoritism such as the offering of gifts or special treatment.
DO	Follow correct toileting procedures. Leaders (two people) are to check the bathroom is vacant of adults before children enter, then stand outside the toileting area and prevent adults from entering the area until all children have exited.	DO	Allow or participate in anything done in a closed, secretive environment.

MOST IMPORTANTLY:

1. Never be alone with a child or young person, always have another approved leader with you.
2. Make sure all children and young people are supervised at all times by approved people.

PLEASE SIGN THAT YOU HAVE READ, UNDERSTOOD AND COMMIT TO BEHAVING WITHIN THESE CODES OF CONDUCT*:

SIGNED: _____

PRINT NAME: _____

DATE: _____

*By signing this you give permission for us to keep record of any breach by you of this code of conduct and where necessary notify the NSW Children's Guardian.