

Code of Conduct for Caring for Children

Checklist

- It is the responsibility of all adults to create a safe and positive environment for children and hold a valid Working with Children Check where required
- Be a positive role model; always treat children and adults alike with dignity and respect
- Good planning will help your activities run smoothly. Always consider:
 - How many adults will be needed to care properly for your group?
 - What risks are associated with your activity (including its nature, location and proximity to physical dangers, eg water height, traffic, and wildlife) and how can risks be minimised?
 - How will you deal with any emergencies?
 - Have you obtained appropriate parental consent and obtained emergency contact details?
(You can use sample forms which can be found at www.cam.org.au/caringforchildren)
 - Have you asked whether any of the children you are caring for have allergies or medical conditions? (You can use sample forms which can be found at www.cam.org.au/caringforchildren)
You will need to prepare a plan to manage any allergies or conditions, and the Code of Conduct can give you more detail about how to do this
- If you are arranging overnight stays, ensure appropriate sleeping arrangements
- Ensure safe and appropriate use of the internet
- Ensure appropriate food hygiene is maintained
- Ensure appropriate sun protection

The Code of Conduct for Caring for Children applies to those who work with children within the parishes and agencies of the Catholic Archdiocese of Melbourne. It is intended to promote an environment in which the safety and wellbeing of children is paramount, and adults who are planning and participating in children's activities feel supported to carry out their work with confidence.

FURTHER INFORMATION

A copy of the Code of Conduct may be found at
www.cam.org.au/caringforchildren
or ask your parish priest
or the head of your agency.

If you have any questions, please call

(03) 9267 0221



CATHOLIC ARCHDIOCESE OF MELBOURNE

General Principles

- Provide children with guidance about acceptable behaviour and give directions to manage behaviour which is disruptive or unacceptable.
- The use of tobacco and illicit drugs is unacceptable as is the provision of these substances to a child. The misuse of medication is also unacceptable.
- Avoid inappropriate physical conduct and language.
- Take care not to form inappropriate relationships with children in your activities. It is always the responsibility of the adult, not the child or young person, to set appropriate boundaries.
- Avoid favouritism.
- Always maintain an open and transparent environment when you are with children. It is best practice to always have another adult with you and in activities where you must work one on one you should remain in view of other people at all times.
- Overnight stays involve additional responsibilities with feeding and supervised sleeping arrangements.
- Report any situation which causes you concern.
- Call 000 for any emergencies.
- Ask for guidance if you are not sure what to do.
- The Code of Conduct sets out how you may report a matter and the procedure which will be followed.