St Alfred's Code of Conduct for Volunteers

In addition to the general standards of behaviour stated in this Code of Conduct, all people serving as Volunteers at St Alfred's are required to comply with:

- the policies of the Anglican Diocese of Melbourne;
- the policies of St Alfred's; and
- the legislation of State and Commonwealth governments.

This code of conduct applies to all people in any Volunteer position at St Alfred's. Failure to uphold this code of conduct may result in removal from the Volunteer position.

Sections pertaining to appropriate conduct with children applies to all people serving as Volunteers at St Alfred's, and not just to those in roles that directly involve children and vulnerable people.

Conduct Rules for all Volunteers at St Alfred's

At all times, while acting in a Volunteer role within St Alfred's or in any activity in relation to St Alfred's, you must:

1. Recognise the limits of your personal responsibilities, vulnerabilities, skills, experience and competencies.
2. Be sensitive to, protect and respect all people from all backgrounds; taking particular care in ministry with children, young people and other vulnerable persons.
3. Comply with the reasonable directions of the Ministers of St Alfreds, relevant Ministry Leaders and the persons leading the activities for which you are a Volunteer.
4. Not abuse, harass, or harm another person (including bullying, emotional abuse, harassment, physical abuse, sexual abuse, domestic abuse, spiritual abuse or grooming), and actively promote a safe environment where harassment or abuse of any kind of any person is neither tolerated nor accepted.
5. Ensure that the spaces and activities you are responsible for are safe and do not put people at risk of harm.
6. Not use, possess, produce, or distribute any prohibited substance.
7. Not take property belonging to others (including intellectual property), seeking to give appropriate and lawful honour to the work of others.
8. Be committed to truth in all areas of life, and not knowingly make statements that are false, misleading, deceptive, or defamatory (including in use of online communication).
9. Respect people's privacy, and not disclosing or accessing private or sensitive information without a valid reason.
10. Obey laws of the governing authorities, living as respectful citizens of society (except if laws conflict with the biblical teachings of Christ).
11. Not view, possess, produce or distribute pornography or other restricted material. Not make any prohibited material available to children or other people.
12. Not be alone with a child away from the presence of other adults (unless you are the parent, legal guardian, or appointed by the parent or legal guarding to be the carer of that child).

13. Not touch a child in a manner which is inappropriate given their age, gender or cultural background. Never touch a child in sexual nature.

14. Not develop inappropriate or special relationships with particular children that could be seen as involving favouritism or any form of special treatment.

15. Not engage in any contact with a child that is secretive (whether physical or through electronic media or in any other way).

16. Include vulnerable people (and/or their carers/significant other) in discussions about decisions that will significantly affect them.

17. Disclose immediately to the church leadership if you have previously been or currently are under investigation for any criminal offences.

18. Report any concerns or suspicions about harmful behaviours and significant risks without bias or partiality to the relevant Minister at St Alfreds, and report any known or suspected abuse of a child or vulnerable person to the relevant authorities.

Additional Conduct Rules for Ministry Volunteers at St Alfred's

In addition to the above conduct rules for all Volunteers at St Alfred's Anglican Church, all people serving as a Ministry Volunteer at St Alfred's are called to faithfully obey God and honour Jesus with their lives an earnestly seek to conduct themselves in a way that is: above reproach; full of the fruit of the Spirit; and displaying evidence of the work of God in their lives. Such conduct can only happen through a personal and living faith in Jesus Christ.

This Code of Conduct summarizes some of these requirements and is not intended to be exhaustive. However, it does outline some of the areas of essential conduct. These principles are expected to be implemented in all of life (including our online lives) and not just during formal ministry activities.

Serving in ministry in the church comes with varying degrees of actual or perceived authority within the church community. With this comes a responsibility to exercise that authority in a way that honours Jesus and His call to love and serve others. People in positions of authority are to be particularly aware of this when dealing with children and vulnerable people,[1] even if their leadership does not involve direct contact with these groups. Abuse arises from the misuse of authority or power. Any form of abuse is always wrong.

1. Seek at all times to love God and love others as yourself and act and speak in a way which pleases and honours Jesus Christ.
2. Recognize the power, trust and limitations of your volunteer role, and behave in a manner which is pursuing holiness and worthy of imitation.
3. Commit to upholding a biblical expression of sex and sexuality, maintaining a commitment to faithfulness in heterosexual marriage, and chastity in singleness (with integrity in dating relationships).
4. Exercise self-control including being responsible in your use of alcohol and any other legal substances or activities.
5. If you are over 18 years old, not pursue or become romantically involved with any person under the age of 18 for whom you have a responsibility in your ministry role.

[1] In this document a child refers to anyone under the age of 18. A vulnerable person refers to an individual aged 18 and above who is unable to protect themselves against harm or exploitation by reason of age, illness, trauma, disability, or any other reason.

© 2024 St Alfred's Anglican Church

6. Comply with any additional conduct rules required for the ministry in which you are a Ministry Volunteer.

Complaints and Reporting- General

To make a complaint or a report of misconduct by staff or volunteers please contact the Minister responsible for the staff or Volunteer or the Senior Minister.

Safe Ministry Complaints and Reporting

Thank you for your commitment and contribution to a culture and practice of safe ministry for all people at St Alfred's. If you have any questions, you can speak to St Alfred's Child Safe Officer, childsafeofficer@stalfreds.org or through the St Alfred's office at 03 9116 4949 or office@stalfreds.org

If you have questions or wish to report concerns in relation to Safe Ministry to children, you can also contact our independent professional standards body, Kooyoora, directly by calling 1800 135 246 or write to Director of Professional Standards Kooyoora Pty. Ltd, P.O. Box 329, Canterbury, Vic, 3126 or enquiries@kooyoora.com.au.

© 2024 St Alfred's Anglican Church