

MACQUARIE CARE

CODE OF CONDUCT

‘Loving our community by connecting with kindness’

OUR STANDARD OF CONDUCT

- I will volunteer with integrity, respect and kindness in accordance with the mission, vision and values of Macquarie Care.
- I will make every effort to be aware of and abide by the policy, protocols and procedures that govern the operation of Macquarie Care
- I will report hazards or concerns about safety of buildings and programs to management.
- I will report any concerns over the welfare of children or young people.
- I will treat all persons with dignity and respect regardless of age, sex, religious affiliation, sexual orientation or personal circumstances
- I will not engage in any illegal activity or assist persons engaged in illegal activities, and will report wrong doing by team members, volunteers or staff.
- I will promote a positive image of Macquarie Care, living in a manner that does not discredit myself, another volunteer, or the organisation.
- I will endeavour to deal with personal issues that may affect my ability to serve others communicating to my leader any relevant concerns.
- I will not be a perpetrator of verbal, emotional, physical or sexual abuse/harassment
- I will serve as a co-operative team member and follow directions given by Macquarie Care Management and Leaders (except where their directions were to contradict stated policies).
- I will create a culture of respect with my team members, empowering them and valuing their contribution.
- I will have a positive regard for program participants, connecting them with kindness, respecting their privacy and working collaboratively to help them.
- I will not comment on any public forum (including social media) regarding programs or their participants unless authorised to do so.
- I will inform Macquarie Care Leaders of any personal capacity or situations that will impact my serving ability.

I _____ undertake to fulfil Macquarie Care’s Code of Conduct and am committed to the duties and responsibilities I volunteer for with integrity, respect and kindness. I understand failure to meet these standards may result in disciplinary action.

issue

Signed _____

Code of Conduct with Children and young people (under 18)

Take responsibility and initiative where and when appropriate to ensure that children and young people are both valued and protected while in your care.



Appropriate behaviour

- Do not meet with a child or young person other than your own child(ren) in an unsupervised (non-public) context, including transport arrangements.
- Avoid 'special' relationships or favouritism with children or young people.
- Don't give personal gifts or invitations without consultation with the children's ministry leader and parental consent.
- Value a child's expressions of affection but keep your responses appropriate.
- Respect parents/guardians and their role as primary carers for their children. Avoid usurping their authority in ministry situations.

Appropriate Physical Contact includes:

- Keeping all interactions public
- Allowing children to initiate expressions of affection but discourage any display of affection that is inappropriate, given the age and maturity of the child.
- Responding appropriately to expressions of affection initiated by others by limiting touch to safe zones of upper arms, shoulders and to commonly accept public expressions of friendship.
- Do not humiliate, ridicule, threaten, or degrade children and/or youth

In addition:

- Do not provide alcohol or tobacco to a child or young person
- Do not provide a child/young person with any drug not prescribed by a physician and authorised by a parent (documentation required)

Immediately report to Macquarie Care Management Team of leader any and all:

- Suspicious behaviour
- Conduct that may place a child or young person at risk of harm
- Disclosure or awareness of inappropriate behaviour or abuse of a child/ young person.

Check with a Macquarie Care Management Team /Leader if you are unsure of the appropriate action in any given situation.