

DON'T cultivate online and social media 'friendships' with children and young people not your own without parental/guardian permission for communication, and parents/guardians/leaders being included on messaging lists. Any approved messaging to a child or young person should be sent/received during pre-approved times.

DON'T share or send sexually suggestive or explicit material to a child in any form such as email, text, movie or sound file.

DON'T use profane language near or around children.

DON'T take a child not your own to your home, or seek private meetings outside Church activities, unless authorized to do so and suitable guidelines are in place.

DON'T take photos or movies of a child on Church property, or at Church activities, without Church authorization and parental/guardian consent.

DON'T publish photos or movies of a child, including online, without parental/guardian consent, nor post online unauthorized private information about a child that may identify them such as: full name; age; email address; phone number; residence; school; or details of a club or group they may attend.

## USEFUL CONTACTS & INFORMATION

### Adsafe (Seventh-day Adventist Church)

1800 220 468 or [info@adsafe.org.au](mailto:info@adsafe.org.au)  
[www.adsafe.org.au/safeguarding/policies](http://www.adsafe.org.au/safeguarding/policies)

### Victorian Department of Families, Fairness & Housing—Child Protection Service

Details of LGA intake service 1300 475 170 (9am—5pm Monday-Friday)  
After hours child protection emergency service 131 278

### Kids Helpline

1800 551 800  
[kidshelpline.com.au](http://kidshelpline.com.au)

### Child Wise

1300 244 539  
[childwise.org.au](http://childwise.org.au)

### Lifeline

131 114

### Victorian Conference of SDAs

(03) 9264 7777



Your Adsafe Responsible Officer is your  
**Church Pastor**

Your local Church Adsafe  
Compliance Assistant is:



## Code of Conduct

### Quick Reference Guide



**Victorian Conference  
Seventh-day Adventist Church**

## WHAT IS A CODE OF CONDUCT?

A Code of Conduct is a list of behaviors that are encouraged and expected and a list of behaviors that are not condoned. It is expected that all adults in the congregation follow the Code in all their interaction with children and young people aged under 18 years. The Code of Conduct is reviewed periodically.

## WHY DO WE NEED A CODE?

There are many benefits such as:

1. It makes it clear to adults what is expected, when people often have different points of view.
2. It makes it clear when someone's conduct 'crosses a line' which may lead to inappropriate behavior, before the conduct gets too serious.
3. It makes it clearer to children when someone isn't behaving in an appropriate manner, thereby reducing confusion.
4. It helps hold volunteers and staff accountable.
5. It helps protect adults from being misunderstood and false allegations being made.

## WHAT HAPPENS IF AN ADULT DOES NOT FOLLOW THE CODE?

It is everyone's business to monitor compliance. A minor breach of the Code may be brought to a person's attention for their learning. Minor breaches may be done innocently and in ignorance. Persistent serious breaches will be reported to the Church's Adsafe Compliance Assistant. A person may be asked to sign a Fellowship Agreement as a condition of continued attendance at Church or children's events.

## CHILD-SAFE BEHAVIOURS

### DO ...

DO reflect the ethos of the Seventh-day Adventist Church.

DO behave as a positive role model to children and young people.

DO greet with a handshake, or ask before giving a hug, in situations where it is appropriate to do so.

DO treat all children with respect without showing favoritism.

DO use positive and affirming language toward children and young people.

DO intervene when children or young people are engaging in inappropriate bullying behavior towards others or acting in a humiliating or vilifying way.

DO help provide an open, family-friendly environment in which children can worship, interact and socialize, and where children have a voice in an age appropriate way.

DO alert someone if a breach of this Code is seen.

DO report suspicions of child abuse or neglect to the Adsafe Compliance Assistant or another trusted leader such as the Pastor.

DO seek advice about suspicions and disclosures of child abuse or neglect by contacting the government Child Protection Service in your area (see back page).

## DO NOT ...

DON'T engage in inappropriately rough physical play with a child or young person who is not your own.

DON'T use physical means to control or discipline a child not your own other than reasonable restraint such as by holding a child to mitigate injury.

DON'T hold, kiss, cuddle or touch a child not your own in an age/culturally inappropriate manner OR in a manner considered inappropriate by reason of the nature of the program/activity/occasion, except for appropriate touch (e.g. to comfort distress).

DON'T assist a child not your own do things of a personal nature that they can do for themselves.

DON'T spend time alone or remain in a confined or secluded space with a child or young person not your own on Church property or other venues.

DON'T make sexually suggestive comments to a child or young person.

DON'T make offensive or inappropriate comments to a child/ren regarding their appearance, abilities or sexuality.

DON'T give personal gifts or favors that target a particular child not your own.