



ANGLICAN  
DIOCESE OF  
MELBOURNE

# Code of Conduct for Child Safety & Wellbeing

Approved by Archbishop in Council

under section 14 of Professional Standards Uniform Act 2016

Version 2.0, updated June 2022

*Making the Word of God fully known*

## ABOUT THIS DOCUMENT

This Code of Conduct applies to you if your work in the Anglican Diocese of Melbourne requires you to have a clearance for ministry or a clearance for service. In most cases someone requiring one of these clearances provides a ministry to children, that is, to people under the age of 18 years.

The Code of Conduct incorporates the standards set out in the following sections of "Faithfulness in Service", a code adopted by the General Synod of the Anglican Church of Australia:

- section 3 (Putting this Code into Practice) so far as they relate to section 5 (Children), and
- section 5 (Children),

when read with section 1 (About this Code) and section 2 (Key Terms).

This Code of Conduct has been prepared to fulfil the Church's commitment to make its communities safe places for children, as an outworking of our pastoral, biblical, legal and moral responsibilities.

The standards in this Code of Conduct set out the Church's expectations of you when you work with, or provide ministry to, children.

The absence of any reference to particular conduct in this Code does not imply that it is acceptable for you to engage in that conduct.

The standards of conduct are relevant in determining whether your conduct makes you unfit to hold a role, office or position or whether you should be subject to any condition or restriction.

A failure to comply with the Code is a relevant factor in determining someone's fitness for a role, office or position in the Diocese and will indicate an area where you may require guidance and specialised help and training.

In addition, a failure to comply with the standards in the Code may result in formal disciplinary action if the conduct involved infringes an applicable disciplinary rule of the Church or is a breach of an employment contract.

## IMPLEMENTATION

It is important that you understand and apply this Code of Conduct in your work with, and ministry to, children in the Diocese.

The Diocese's Scheme Corporation (Kooyoora Ltd) and the Melbourne Anglican Diocesan Corporation promote knowledge, understanding and observance of this Code of Conduct and relevant legislation of Victoria and the Commonwealth of Australia.

## STANDARDS OF CONDUCT

Things you must do:

1. It is your responsibility to be aware of and meet the standards of this Code.
2. If you are exercising a pastoral ministry involving children in a parish or other Church body<sup>1</sup> you are to take reasonable steps to ensure the safety and wellbeing of the children in your care.
3. If you know or reasonably suspect that a child is at risk of harm from child abuse, you must report this to the Victoria Police, Child Protection<sup>2</sup> and Kooyoora.
4. If you know or reasonably suspect that anyone with a position of responsibility in the Church has abused a child or engaged in reportable conduct, you must report this to the Victoria Police, Child Protection and Kooyoora.
5. You must complete clearance checks and attend training in child safety approved by the Diocese.
6. You are to take proactive steps to mitigate child abuse risks, including racism and discrimination in your role.

Things you must not do:

7. You are not to abuse children or engage in any forms of racism or discrimination.
8. When engaged in pastoral ministry you are not to administer corporal punishment to a child in your care.
9. You are not to make available to children any prohibited material, except wine in the context of a Holy Communion service.
10. You are not to penalise, discriminate or take action against any member of the Church because of any action taken by them in good faith under this Code.

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<sup>1</sup> "Church body" is defined in the **Professional Standards Uniform Act 2016 (Diocese of Melbourne)**. It includes a parish, vicar, parish council, the Dean or Chapter of the Cathedral, a school affiliated with the Church, Anglicare Victoria and any other body corporate, organization or association that exercises ministry within, or on behalf of, the Church.

<sup>2</sup> "Child Protection" is the name of a unit within the Victorian Department of Families, Fairness and Housing. The contact points for Child Protection are [here](#).

Things you must do if you are a vicar or are responsible to overseeing ministry in a Church body:

11. You are to ensure that everyone under your direct or indirect supervision working with, and providing ministry to, children is made aware of this Code.
12. You are to ensure that:
  - proper systems for the safety and wellbeing of children participating in the Church's pastoral ministry are implemented and maintained;
  - all applicable requirements of the civil authorities, the Church authority<sup>3</sup> and the Church body are complied with; and
  - everyone under your direct or indirect supervision who works with, or provides ministry to, children:
    - complies with all civil and Church screening and selection requirements;
    - receives regular training in safe ministry and child protection in line with the Victorian Child Safe Standards; and
    - is aware of the provisions of this Code relating to children.
13. Before you allow a person who is currently charged with or convicted of an offence against a child to participate in activities, you must consult with Kooyoora to:
  - ensure that a risk assessment is undertaken; and
  - be satisfied that no child will be at risk of harm.

Things you must also do in support of this Code:

14. You must read and sign the Diocese's Statement of Commitment for Child Safety and Wellbeing before working with children or providing ministry to children in the Diocese.
15. You must follow the Diocese's Child Safety Guidelines in observing the standards in this Code.

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<sup>3</sup> "Church authority" has a very long definition in the **Professional Standards Uniform Act 2016 (Diocese of Melbourne)**. For the purposes of the Code of Conduct, it principally means the Archbishop or, in relation to someone appointed or employed by entity to which the Act applies, the board or committee of management of that entity, or its nominee.