



WCCM Australia SAFEGUARDING CODE OF CONDUCT

OVERVIEW

WCCM has a zero-tolerance approach to harm, abuse, neglect and exploitation of any kind – physical, verbal, emotional or sexual. The WCCM director, members of governance bodies, oblates, consultants, teachers, employees, contractors and volunteers are called upon to be exemplary models of moral behaviour and spiritual faith.

This Code of Conduct was drafted by WCCM and amended for Australian circumstances by WCCM Australia. It aims to:

- Ensure a safe working environment for all those engaged in the work of WCCM.
- Ensure the safety and well-being of all people, especially children, adults at risk/vulnerable adults and communities we come into contact with.

This Code of Conduct applies to all of WCCM: its director, members of governing bodies, oblates, consultants, teachers, employees, contractors and volunteers. Compliance with this Code of Conduct will be included in all employment/volunteering contracts and a copy of the Code of Conduct must be read and signed by anyone entering such a contract.

WCCM National Communities will be expected to have their own Code of Conduct which reflects the national legislation with regard to safeguarding and specific context in which they are working.

GUIDING PRINCIPLES OF THE WCCM SAFEGUARDING FRAMEWORK

- We take a zero-tolerance approach to harm, abuse, neglect or exploitation of any kind and this Code of Conduct aims to place the emphasis on the safety and well-being of those connected with our work.
- We take individual and organisational responsibility for safeguarding and, in the case of employed staff, we will provide appropriate staff with training and guidance to fulfil their obligations.
- We insist on professional, responsible conduct from all connected with us. We take a robust approach to dealing with any breaches.

- We will endeavour to maintain contextually appropriate best practice throughout our worldwide community by the sharing of up-to-date information and learning, through our regular community meetings and communications, and by membership of appropriate external advisory bodies.

BREACHES OF THE CODE OF CONDUCT

- Compliance with WCCM’s Code of Conduct is expected under all circumstances.
- WCCM’s director, members of governing bodies, oblates, consultants, teachers, employees, contractors and volunteers have an individual responsibility to promote a safe working environment and to ensure the safety and well-being of the people, including children, adults at risk/vulnerable adults and communities we come into contact with.
- WCCM’s director, members of governing bodies, oblates, consultants, teachers, employees, contractors and volunteers have a responsibility to model appropriate behaviour and ensure that others whom they deal with within and through WCCM understand and comply with this Code of Conduct.
- All concerns about possible breaches of this Code must be reported to this email address (which will be monitored by the WCCM Australia National Coordinator for the time being) – safeguardingwccmaustralia@gmail.com.
- All concerns and allegations will be taken seriously and it is the policy of WCCM to report all allegations of abuse to government authorities, including the police, regardless of whether the abuse occurred recently or in the past or whether the person accused is living or deceased. If a victim is unwilling to report the matter, the allegation will still be reported but (subject to statutory obligations to report, which must take precedence) their details will not be provided to the authorities, thereby retaining their anonymity.
- Breaches of the Code of Conduct may result in disciplinary action, termination of contracts and, where required, referral to other agencies such as the police.

PERSONAL PLEDGE

CONTRIBUTING TO A SAFE VOLUNTARY WORKING ENVIRONMENT

- I recognise that my conduct can potentially damage the reputation of WCCM and will uphold WCCM’s values throughout, setting a good example.
- I will treat all others I deal with within WCCM with dignity and respect, even when our opinions may differ.
- I will not engage in or condone any form of harassment, intimidation, abuse or exploitation.
- I will not engage in or condone any behaviour that is illegal or could bring the organisation into disrepute in any way.
- Wherever possible, I will challenge inappropriate conduct directly. In addition, I will report all concerns to the email address on the website as soon as practicably possible after they arise.
- I understand that making intentionally false or misleading allegations against someone is a serious

matter and could result in disciplinary action or legal action depending on the severity.

DEALING WITH OTHERS WITHIN THE COMMUNITY

- I will not engage in any forms of abusive, degrading or exploitative behaviour.
- I will ensure that I am aware of and follow this WCCM Safeguarding Code of Conduct and associated procedures at all times.
- I will ensure that I am aware of any additional safeguarding measures required in a particular community and will follow any instructions or guidance provided by staff/volunteers.
- I will take care in taking photos and videos of persons in the Community or attending Community events. I will not do so without their permission obtained at the time. In the case of children, that permission must be from the child's parent or person apparently in charge of the child.
- I will share any photos/videos taken on personal devices in connection with WCCM events with WCCM Australia through the email specified on the website. I will not post them on any form of social media unless consent has been provided at the time of taking photos/videos.
- I will be appropriate and responsible in my use of alcohol within the Community.
- I will avoid unnecessary risk to the safety, health and welfare of myself and others in the Community.
- I will observe local laws.
- I will be sensitive to local customs and seek to learn from and respect the experience and knowledge of the local communities that I meet.

SAFEGUARDING CHILDREN AND ADULTS AT RISK/VULNERABLE ADULTS

- I will always behave appropriately in other people's presence and refrain from language that may cause discomfort or which could be deemed sexually provocative.
- I will listen to what the children/adults at risk/vulnerable adults are saying and respond appropriately.
- I will avoid spending time alone with individual children and I will endeavour to be accompanied by another community member at all times when I am with children.
- I will take care in initiating any physical contact with a child as this could be misinterpreted and cause fear or discomfort
- I will never hit or otherwise physically assault or physically abuse children or adults at risk/vulnerable adults
- I will not develop relationships with children or adults at risk/vulnerable adults that could in any way be considered exploitative or abusive and will never engage in any form of sexual conduct with them, including a relationship, verbal banter or flirtation.
- I will not act in ways that shame, humiliate, belittle or degrade anyone and in particular any child or adult at risk/vulnerable adult.
- I will not discriminate against, show differential treatment, or favour particular children to the exclusion of others.

- I will endeavour to obtain written consent from a parent/guardian/carer before speaking to children on teleconferencing or social media platforms setting out the clear purpose of the meeting and notifying them of the organisers of the event.
- I will not take or post pictures or links to pictures of children on any form of social media or publication without written consent of parent/guardian/person apparently in charge of the child at the time and of the appropriate State or Territory Coordinator.

PERSONAL INFORMATION

- I will not seek to obtain or access personal information on members of the Community and children/adults at risk/vulnerable adults WCCM works with unless this is strictly necessary within my role and I have authorisation from the appropriate State or Territory Coordinator.
- I will not disclose or transfer personal information relating to children, young people, adults at risk/vulnerable adults or members of the WCCM Community unless authorised to do so by the appropriate State or Territory Coordinator.
- I will follow any WCCM Australia data protection policies and procedures when handling personal information.
- I will not use the organisation's computer, laptop or other equipment to view, download, create or distribute inappropriate material (such as pornography) or any material which is criminal in nature.

Version 1

Adopted by the National Executive of the National Council of WCCM Australia on 8th March 2022

I have read and understood the Code of Conduct and agree to abide by it.

Signature	
Print name	Jan Wylie National Coordinator WCCM Australia
Date	9 th March 2022
Signature of Safeguarding Officer	N/A
Date	N/A