Practices when engaging with children (under 18 years old) include, but are not limited to:

 **Conduct**

Comply with the Diocese Code of Conduct

Always consider what is in the best interest of the child

Maintain professional boundaries and ethical conduct

Avoid over-familiarity or actions that may be perceived as grooming

Be mindful of power imbalance when engaging with children

Use appropriate language (no swearing or offensive language)

Never provide or permit alcohol (excluding sacramental wine administered during Mass), tobacco or other drugs to a child

Do not engage with children outside of the children's event or activity unless in the presence of their parent or carer

If a child altar server requires assistance to robe or de-robe, they are to seek assistance from their parent or carer

Respond to and report all concerns,

suspicions, and allegations of abuse

Display in areas where children’s activities or events are held a child- friendly children’s code of behavior

 **Supervision**

There should be no situations where adults engaging in children's activities are alone with a child. Use a 2:1 ratio (2 adults to 1 child or 2 children to 1 adult)

For group activities or events, it is recommended that two supervisors are present. Where this is not possible, invite a parent/carer of a child in the activity to stay

Do not leave a child unattended while in your care

If a child needs to leave the event or activity early ensure a parent or carer collects them

If a child needs to use the bathroom and it is not within the proximity of the event or activity, ensure they are escorted by an adult or a ‘buddy’ system is used

Endeavour to be in a space within clear view (clear glass) or within earshot of others or leave the door of the room open with a clear line of sight of another adult when engaging with children

The sacrament of reconciliation with a child should be conducted in an open or visible space where possible or within clear line of sight of another adult

Practices when engaging with children (under 18 years old) include, but are not limited to:

# Communication and Records

Obtain parent/carer consent to engage with children in church activities when the parent or carer is not present - see

Parent/Carer Consent Form

Keep an attendance record or Sign In/Sign Out record of activities when engaging with children

Seek feedback from children on safeguarding practices

Do not contact (in person, online or via online social networks) a child outside of the set event or activity unless in the presence of another supervisor in a group setting or in the presence of the parent/carer

Keep accurate records of communication as part of church

records

Do not take or share images of children without parent/carer consent

Report all concerns, suspicions, and allegations of abuse ensuring legislative compliance such as Mandatory Reporting if applicable

 **Transportation**

No transporting a child alone who is engaged in church activities

If transporting a child in an emergency situation is the only option:

Obtain parent/carer consent Use a 2:1 ratio

Record the trip start and finish time, take the most direct route

Seat the child/ren in the rear of the vehicle

 **Trips Away**

Obtain parent/carer consent

Conduct a full Risk Assessment

Designate a safeguarding officer

Ensure all screening protocols and legislative requirements are followed – all overnight stay church events involving children, requires all adults attending to hold a valid WA WWCC.

# Information & Advice

For additional information please seek guidance from:

**Safeguarding Office** [safeguarding@bunburycatholic.org.au](mailto:safeguarding@bunburycatholic.org.au) **or your supervisor**