



Generate Code of Conduct

School Chaplains employed in NSW public schools

2016-2018 National School Chaplaincy Programme (NSCP)

School chaplains employed by Generate Ministries under the NSCP must comply with all relevant legal and policy requirements when operating in NSW public schools. This includes meeting child protection and reporting obligations, as well as complying with sector and school policies, such as code of conduct, privacy, complaints and information management.

The following documents, combined, provide for the standard of behaviour and conduct required of a Generate School Chaplain employed under the NSCP and are the **Generate Code of Conduct**;

Generate Ministries

- Generate Ministries Code of Conduct

NSW Department of Education & Communities (DEC)

- DEC Code of Conduct (2014) available at;
https://www.det.nsw.edu.au/policies/staff/ethical_behav/conduct/Code_guide.pdf

Additionally, under the Agreement for 2016-2018 National School Chaplaincy Programme, the NSW Department of Education and Communities have provided further guidelines and requirements for chaplains operating in NSW public schools in Attachment A (The Role of the School Chaplain). These are outlined below.

GENERATE CODE OF CONDUCT

INTRODUCTION

Generate's Mission and Vision

Our Mission is to envision and generate effective and respected Christian ministries in NSW government schools.

Generate's Values

1. Be dependent on God, prayerful and faithful, looking for God-honouring results.
2. Work in cooperation with the local Christian community.
3. Respect and act with integrity towards the government, schools, parents and other caregivers and their children.
4. Humbly provide a trustworthy and reliable service with integrity.
5. Model courageous, entrepreneurial, servant-hearted leadership.

PERSONAL CHRISTIAN CHARACTER AND CONDUCT

Chaplains are to:

1. Contribute to a supportive, safe, inclusive and caring learning environment within the school including actively discouraging any form of harassment or discrimination.
2. Conduct their personal relations in a godly manner, acting with respect, love, integrity and truthfulness towards all those with whom they associate, irrespective of position, race, gender or religious opinion, and in a manner that honours God and his people.
3. Be an active and attending member of a local Christian Church that subscribes to the Nicene Creed.
4. Behave with honesty and integrity, avoiding exaggeration and misrepresentation.
5. Act with scrupulous honesty in all financial matters and publicly account for all monies handled on behalf of others.
6. Remain chaste in singleness and faithful within marriage, taking full responsibility for your sexual conduct.
7. Avoid self-destructive behaviours such as alcohol intoxication and drug use.
8. Avoid behaviour that could give rise to an impression of favouritism or inappropriate relationship.

CHILD PROTECTION

Refer to Child Protection training for further information on indicators, disclosure and reporting.

Reportable Conduct means:

any sexual offence, or sexual misconduct, committed against, with or in the presence of a child, including any assault, ill treatment or neglect of a child; or any behaviour that causes psychological harm to a child whether or not with consent from the child;

Reportable conduct does not extend to:

Conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards. Examples of conduct that would not constitute "reportable conduct" include (without limitation) touching a child in order to attract a child's attention, to guide a child or to comfort a distressed child; a chaplain raising his or her voice in order to attract attention or to restore order in the classroom; and conduct that is established to be accidental.

Chaplains are to:

1. Report disclosures of significant harm, or indicators of risk of significant harm, to the Principal.

Indicators can include, but are not limited to;

- a person tells you of their abuse or neglect (disclosure)
- someone else tells you of the abuse or neglect of a vulnerable person
- unexplained and marked changes in a person's behaviour or mood
- a parent/carers misuse of alcohol or drugs is affecting their ability to care for the vulnerable person
- a history of previous abuse or neglect to the child, young person or a sibling
- ongoing or sporadic violence between the parents of a child or young person
- parents or caregivers are experiencing significant problems in managing their child, which is incongruent with the child's or young person's behaviour or special needs
- a deficiency in functional parenting skills required to provide for the safety, welfare and wellbeing of a child or young person

(adapted from NSW Interagency Guidelines for Child Protection Intervention, 2006) 2.

Participate in any monitoring and/or evaluation procedures by NSW DoE.

DUTY OF CARE

Chaplains are to:

1. Recognise, respect and affirm the authority of the school principal who is ultimately responsible for the welfare of students within their school.
2. Chaplains must adhere to existing school operational requirements.
3. Take reasonable care for the health and safety of yourself and others and cooperate with the school executive so far as reasonably practical, to enable compliance with the school's WHS policy.
4. Apply considerations of safety related to both physical and psychological wellbeing of students.
5. Provide a duty to take reasonable care for the safety and welfare of the children and young people in your charge. That duty is to take all reasonable action to protect students, children and young people from risks of harm that can be reasonably predicted; such as risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be proportionate with the students' maturity and ability.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

Chaplains are:

1. To only use personal email accounts for social media sites and other online activities.
2. Not to invite students to join their personal social network or accept invitations to join a personal social network.
3. Not to mention the name of their employer/school in social media.
4. Not to communicate with students via text, email or phone, or social media, unless an exception has been approved by the Principal.
5. To avoid making comment on Government and Department of Education matters
6. Consider your privacy settings given the public nature of your role as a school chaplain.

TAKING AND USE OF PHOTOGRAPHS

Chaplains are not to take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/caregiver consent for minors) being recorded and the permission of an appropriate staff member.

To ensure where taking and use of photographs are a part of the chaplain's extra-curriculum duties within the school (eg., sports carnivals; newsletter) this is clearly documented as part of the chaplain's list of duties and only after consultation with the Principal. In such circumstances the

chaplain should only use the school's own camera and files should only be downloaded and stored on the school's computer.

RECORD KEEPING

Chaplains are to keep accurate records as required by the school.

CONFIDENTIAL INFORMATION

Chaplains are to:

1. Only use official information for the work-related purpose it was intended.
2. Not disclose or use any confidential information without appropriate approval.
3. Take care that confidential information, in any form, cannot be accessed by unauthorised people.
4. Should always exercise caution and sound judgment in discussing other people's personal information.

DRESS CODE

Chaplains have an obligation to dress appropriately and in a manner that maintains respect and establishes credibility. Chaplain's must not wear clothes which are inappropriate or revealing, or may be construed as suggestive or offensive, such as: singlets, t-shirts, tracksuits or thongs, strapless tops or dresses, short skirts, clothes exposing bare midriffs, ripped or dirty clothes, or clothes with inappropriate slogans e.g. advertising for tobacco and alcohol.

Conduct guidelines for Chaplains under the Agreement for 2016-2018 National School Chaplaincy Programme

Chaplains are required to observe a high standard of professional conduct at all times.

When carrying out their responsibilities, they must:

- Recognise, respect and affirm the authority of the school principal who is ultimately responsible for the welfare of students within their schools. In interactions with students, school chaplains must adhere to existing school operational requirements and report to the school principal or delegate.
- Ensure that all services that are delivered as part of the NSCP are approved by the school principal and have the appropriate prior parental/caregivers consent and voluntary consent from students who participate.
- Contribute to a supportive, safe, inclusive and caring learning environment within the school including to actively discouraging any form of harassment or discrimination.
- Deliver services in a way that respects the range of spiritual views and cultural traditions in the school community and also respects the stated views parents/guardians to ensure the spiritual and moral education of their children.
- Ensure that any faith based statements are presented as personal beliefs rather than as factual assertions.
- Avoid theological terminology and language that assumes that those with whom they speak share their beliefs.
- Refer students and/or families to a service or organisation which is best placed to support the student's particular needs in accordance with the beliefs and values of the student or their family.
- Provide accurate and impartial information about the support and services available in the broader community.
- Avoid unnecessary physical contact with a student, recognising, however, that there may be some circumstances where physical contact may be appropriate, such as where the student is injured or distraught.
- Keep appropriate records to document the support provided to students/school.
- Provide access to these records to the school, as appropriate, to ensure the school can meet its duty of care to students.
- Inform the school principal of any complaints received and participate in any monitoring and/or evaluation procedures by DEC.
- Take responsibility for and obtain prior approval from the school principal for any external people invited onto school premises to provide student activities such as musical shows or lectures or to assist in providing chaplaincy. School chaplains must

review content to ensure any visitors do not proselytise, distribute biased material and their conduct is consistent with this agreement.

A guide to services provided by a Chaplain during Programme funded hours

While the key tasks of a school chaplain will vary depending on the needs of the individual school communities, they could include:

- Working closely with, and/or part of the school wellbeing committee or team to plan for and deliver student resilience and wellbeing services.
- Providing students, their families and staff with support and or appropriate referrals, in difficult situations such as during times of grief or when students are facing personal or emotional challenges.
- Developing relationships with, and referring students/parents/carers to specialist services within the school as appropriate or externally, under the direction of the school principal.
- Organising one-on-one or group sessions with students, parents, staff and other members of the school community as requested and required by the school community.
- Attending Parents & Citizens' or equivalent parent body meetings to provide details of the programme and the services that are available.
- Mentoring/coaching.
- Providing support and/or appropriate referral in times of grief and other critical events.
- Facilitating community partnership programmes between the school and the wider community, under the direction of the school principal.

Responsibilities and services provided by individual school chaplains engaged under the Programme will be agreed between the Principal, Generate Ministries and the school chaplain. These will be outlined in the;

- Programme Plan (Service Agreement) and
- Work Plan

Services NOT to be provided during Programme funded hours

When delivering services under the NSCP, chaplains must NOT provide the following services during Programme funded hours including:

- Providing religious education in their schools.
The decision on whether the non-Programme funded religious education is delivered by the same person who is engaged using the funds is to be determined by schools and the Provider. However, to avoid potential role confusion, best practice recommends that these roles be conducted by different people. Where this is not a school preference or not possible, the Provider and school(s) need to ensure they take all necessary steps to delineate the roles.
- Attempting to convert students to a religion or set of beliefs through proselytising/evangelising.
Chaplains must not;
 - Coerce students to attend activities that have religious content/focus
 - Ask or encourage students to proselytise/evangelise within the school
 - Deliver activities/services that promote a particular view or religious belief without prior approval and consent
 - Put students in a position of feeling manipulated or intruded upon by intense persuasive conversation.
- Initiating faith discussions with a view to coerce or manipulate students to a particular view or spiritual belief. While recognising that an individual school chaplain may respond to questions and in good faith express views and articulate values consistent with his or her own beliefs, a school chaplain must not take advantage of his or her privileged position to proselytise, evangelise or advocate for a particular view or spiritual belief.
- Attempting to undermine students' religious or other beliefs
- Using methods such as social media (eg blogs, Facebook) or newsletters and school websites, to proselytise/evangelise to students within their school, in their role as a Programme funded school Chaplain
- Providing professional support services, for example, counselling or legal or medical advice, unless:
 - Appropriately qualified to do so
 - Doing so is consistent with relevant DEC policies and procedures
- Providing support to students who have indicated that they do not wish to access the services of a school chaplain, or where an appropriate consent process has not been followed
- Performing religious services/rites (such as worship or prayer during school assembly), without the appropriate prior consent
- Expressing views that are discriminatory or biased on the grounds of religious ideology, beliefs or sexuality. Regardless of individual school chaplain personal/spiritual views, they must treat all students with dignity and respect.

Additionally the following stipulation has been added to the NSCP 2016-2018;

- School chaplains must not participate in any activity in a private capacity that might impact or be perceived to impact on their delivery of the services under the agreement. For example, a school chaplain should not make public comments which could be perceived as compromising their capacity to fulfil their duties. This could include using methods such as social media (eg blogs, Facebook) in a private capacity to proselytise/evangelise, targeting students from the funded school.

Please ensure that you are familiar with the *Generate Staying Safe online policy* on the Generate Intranet.

Failure to comply with this Code of Conduct may result in the immediate termination of your employment.
I have read and understood the standard of behaviour expected of a school chaplain under the NSCP 2016-2018 as outlined in this Code of Conduct.

Signature of Chaplain	Name of Chaplain
Name of School	Date

