**Code of Conduct**

For the provision of chaplaincy/student welfare services at The Hall State School, School chaplains and student welfare workers are responsible for supporting the spiritual, social, and emotional wellbeing of their students regardless of faith or beliefs. School chaplains/student welfare workers must be able to provide support for a range of day to day matters affecting the school community and communicate effectively with a diverse group of people. They can become involved in a wide variety of issues including health, social and values education and emotional support.

It is expected that school chaplains/student welfare workers would support and work with the School Principal and the school’s student wellbeing staff or equivalent, to refer students to appropriate services where required. To assist in facilitating this, school chaplains/student welfare workers should have or develop an appropriate and suitable external network of professional groups working within the community. In providing these services, the school chaplain/student welfare worker must sign and observe this Code of Conduct at all times.

The school chaplain/student welfare worker must:

1. Adhere to all relevant Commonwealth, state or territory policy and legislation, including that concerning child safety, privacy, and confidentiality.

2. Not conduct themselves in a manner which impacts their delivery of the services under the Program. As such, school chaplains and student welfare workers must adhere to the Program Guidelines and the Code of Conduct at all times where conduct in a private capacity might impact their delivery of the services under the Program.

3. Recognise, respect and affirm the authority of the School Principal and/or school governing body, and work in consultation with them.

4. Contribute to a supportive, safe, inclusive and caring learning environment within the school.

5. Respect, accept and be sensitive to other people’s views, values and beliefs that may be different from his or her own, including respecting the rights of parents/guardians to ensure the moral and spiritual education of their children is in line with the family’s own convictions.

6. Actively discourage any form of harassment or discrimination on the grounds of religious ideology, beliefs or sexuality.

7. Not perform professional or other services for which they are not qualified and if not qualified, refer on to an appropriate service, in line with school protocols.

8. Refer a student to a service or organisation which is best placed to support the student’s particular needs in accordance with the student’s own beliefs and values.

9. Provide accurate and impartial information about the support and services available in the broader community, including community groups and religious groups.

10. Not put him or herself, or allow him or herself, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student.

11. 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.

12. While recognising that an individual school chaplain/student welfare worker may in good faith express views and articulate values consistent with his or her own beliefs, a school chaplain/student welfare worker must not take advantage of his or her privileged position to proselytise, evangelise or advocate for a particular view or belief.

13. Adhere to the Guidelines of the National School Chaplaincy and Student Welfare Program.

Use of Information on this form and privacy Information on this form is collected for the purposes of the administration of the National School Chaplaincy and Student Welfare Program. Information on this form can be disclosed to other parties without your consent in accordance with the Privacy Act 1988.

Acknowledgement by school chaplain/student welfare worker

I understand and agree to the terms of this Code of Conduct.

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Signature of school chaplain/student welfare worker

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Name of school chaplain/student welfare worker

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Signature of Witness (the School Principal or his/her delegate)

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Name of Witness

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Position of Witness

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Date

Guidance to School Principals for breaches of the Code of Conduct

As school chaplains/student welfare workers hold special positions of trust, they must be accountable for their actions. In addition, the Funding Recipient and the School Principal must take all reasonable steps to ensure that school chaplains/student welfare workers comply with the Code of Conduct. On appointment of the school chaplains/student welfare workers the School Principal must outline to them the measures in place to ensure compliance with the code and how breaches of the Code of Conduct will be investigated. For guidance on the investigation of matters under the Code of Conduct, refer to Section 7.1.6 of the program guidelines.