

BEACONSFIELD BAPTIST CHURCH

# Child Safety Code of Conduct

This document should be read in conjunction with the  
Child Safety & Wellbeing Policy, and Complaints Handling & Reporting Procedures



Beaconsfield Baptist Church is committed to the safety and wellbeing of all children and young people.

# Child Safety Code of Conduct

## 1. Introduction

- 1.1 Beaconsfield Baptist Church (**BBC**) is committed to protecting the safety and wellbeing of all children and young people participating in our ministries, activities, programs and services.
- 1.2 BBC has zero tolerance for any type of abuse and harm to children and young people.
- 1.3 BBC's commitment to child safety and wellbeing is both a biblical and legal responsibility, reflecting our pastoral and moral duty to protect children and young people.
- 1.4 This Child Safety Code of Conduct (**'Code'**) aims to protect children and young people and reduce any opportunities for child abuse or harm to occur.

## 2. Our Gratitude and Commitment to Safe Ministry

- 2.1 BBC gratefully acknowledges the many volunteers, leaders, and staff who serve faithfully in our ministries with children and young people. Your commitment, compassion, and integrity help create a community where every child is seen, known, and loved.
- 2.2 Your role is more than a responsibility - it is a reflection of Christ's heart for His people. Jesus said, *"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."* (**Matthew 19:14**)
- 2.3 By welcoming and protecting children, you share in His ministry of grace and truth. You model the gospel through patience, humility, and care, building a culture where every person experiences the love and safety of Christ.
- 2.4 As a church, we thank you for your willingness to serve, your integrity in leadership, and your partnership in fostering a culture of safe, accountable, and Spirit-led ministry. Your faithfulness honours God, strengthens families, and safeguards the next generation.  
*"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."* (**Colossians 3:23**)
- 2.5 May this Code of Conduct not simply be a set of rules, but a shared commitment to reflect the character of Jesus - the Good Shepherd who knows His sheep, protects them, and lays down His life for them.

## 3. Purpose

- 3.1 All people serving in ministry at BBC are called to faithfully obey God and honour Jesus with their lives with conduct that is: above reproach; full of the fruit of the Spirit; and displaying evidence of the work of God in their lives.
- 3.2 The purpose of this Code is to define the standards of acceptable and unacceptable behaviour and outline BBC's expectations and responsibilities for all persons working with, ministering to, or having contact with children and young people.

## 4. Scope

4.1 This Code applies:

- a) to all BBC pastors, elders, deacons, staff, leaders, volunteers and individuals contracted by BBC to work with children.
- b) in all areas of **'the BBC environment'**, which includes:
  - the premises and offices of BBC;
  - online or virtual environments (including email, telecommunication, social media software applications, and other online communications); and
  - any other locations provided by or connected with BBC, or through a third-party provider for a child's use, including, but not limited to, locations used for camps, excursions, activities and events, youth groups, and home-based congregation (such as for the purposes of a Bible Study or Prayer Group).
- c) regardless of
  - a child's age;
  - a child's consent;
  - the consent of parents/guardians and families; and
  - circumstances where a child initiates an interaction or relationship with a person covered by this Code.

4.2 This Code must be read together with any relevant laws, BBC's **Child Safety & Wellbeing Policy**, **Child Safety Complaints Handling & Reporting Procedures**, and **Child Safe Ministries Procedures Manual**.

4.3 Every individual covered by this Code is obligated to read, sign and adhere to this Code. Failure to uphold this Code may result in disciplinary action and removal from leadership and ministry.

## 5. Code of Conduct

### Required Behaviours

5.1 To help ensure the safety and wellbeing of children and young people, all people covered by this Code must:

- a) comply with BBC's Child Safety & Wellbeing Policy, this Code, and other applicable policies and procedures at all times.
- b) obey the laws of governing authorities and live as respectful citizens, except where such laws conflict with the teachings and commands of Christ.
- c) recognise the power, trust and limitations of your ministry role, and behave in a manner that pursues holiness and is worthy of imitation.
- d) recognise the limits of your personal skills, experience and competencies, act within your role, and behave as a positive role model to children.
- e) take all reasonable steps to protect children from abuse, harm and/or the risk of harm, and actively promote a safe environment where harassment or abuse of any kind is neither tolerated nor accepted.
- f) welcome, respect, and include all children and young people, showing sensitivity, care, and protection for each one regardless of gender, race, religion, age, ability, sexual orientation, or family or social background.

- g) commit to upholding a biblical expression of sex and sexuality, maintaining a commitment to faithfulness in heterosexual marriage, and chastity in singleness (with integrity in dating relationships) in alignment with BBC's Faith Statement.
- h) ensure that the spaces and activities you are responsible for are safe and that reasonably foreseeable risks to children and young people are identified and managed.
- i) create and maintain an environment where children and young people are valued and protected and spoken to with grace and encouragement, using words that build up and reflect God's love and kindness.
- j) affirm the God-given dignity and value of every child and young person, ensuring they are informed, listened to, taken seriously, and encouraged to participate appropriately in decisions that affect them, and encourage healthy friendships and peer support.
- k) listen to the ideas and concerns of children and young people, particularly if they disclose that they are or another child has been abused or harmed, or that they are worried about their safety or the safety of another child.
- l) be committed to truth in all areas of life, and not knowingly make statements that are false, misleading, deceptive, or defamatory (including in the use of online communication).
- m) promptly report any suspected breaches of this Code to your immediate leader, the designated Safe Church Persons, or the Child Safety Deacon, in accordance with BBC's procedures.
- n) promptly report without bias, any concern, suspicion, or allegation of harm, abuse, misconduct, or risk to a child or young person (including bullying, discrimination, or harassment) in accordance with BBC's Child Safety Complaints Handling & Reporting Procedures. Where the matter involves child abuse or serious misconduct, ensure it is reported to the relevant external authorities as required by law and BBC's policies.
- o) **call 000** if you have serious or immediate concerns for a child's safety.
- p) at all times respect the privacy of children and their families, and act in accordance with BBC's Privacy Policy, subject to mandatory reporting and legal disclosure obligations.
- q) Immediately notify BBC if you:
  - are being investigated for conduct involving a child (including any criminal or civil investigation);
  - are charged with an offence related to children or family violence;
  - receive a negative Working with Children Check notice;
  - are the subject of a Reportable Conduct Matter in another organisation; or
  - are named as a respondent in a family violence or personal safety intervention order.

## Unacceptable Behaviours

5.2 All people covered by this Code must not:

- a) abuse, harass, or harm another person (including bullying, emotional abuse, harassment, physical abuse, sexual abuse, domestic abuse, spiritual abuse, or grooming).
- b) ignore or fail to respond to any suspected or disclosed child abuse or risk of harm.
- c) discourage any person from reporting a complaint or concern of child abuse or risk of harm to children.
- d) be alone with a child or young person out of sight or hearing of other adults, unless you are their parent, legal guardian, or have been formally appointed by them as the child's carer. The only exception is toileting situations, where one adult may accompany at least two children while remaining outside the toilet area.
- e) conduct pastoral or discipleship meetings with a child or young person unless the meeting has been approved by their parent or legal guardian, and takes place in an open, visible, and appropriately supervised setting.

- f) drive a child or young person in their car unless the following conditions are met:
- you have the express written consent of the parent, carer or guardian; **and**
  - a second adult is present; **and**
  - the driver must hold a full driver's licence and the motor vehicle is registered, insured, safe and fitted with appropriate child restraints or safety devices (e.g. seat belts); **and**
  - adults must sit in the front seats only; **and**
  - children and young people must sit in the back seat only.
- g) engage in any behaviour (whether in person or online) that could constitute or be perceived as grooming, favouritism, or special treatment of a child or young person (such as offering gifts, giving excessive attention, or developing exclusive relationships), unless you are their parent or legal guardian.
- h) engage in, or encourage, any unnecessary or inappropriate physical contact with a child or young person - including sitting on laps, hugging, rough physical play, holding, massaging, kissing, or touching in ways that are unnecessary, culturally insensitive, or inappropriate. Never touch any part of the body normally covered by a swimming costume (such as the buttocks, thighs, chest, breasts, or groin), or perform personal tasks that a child can do for themselves (such as toileting or changing clothes), except where necessary to protect a child from immediate harm or provide medical assistance.
- i) engage in any contact with a child that is secretive (whether physical or through electronic media or in any other way).
- j) pursue or become romantically involved with any person under the age of 18.
- k) interact with a child in a way that could be perceived as threatening, intimidating, demeaning, culturally insensitive, or humiliating.
- l) subject a child to any form of corporal punishment or physical violence.
- m) put a child at risk of harm or abuse (for example, by leaving them unsupervised or locking doors).
- n) discuss personal, overly-familiar or adult content in the presence of a child unless they are a parent, carer for that child (for example, by speaking about personal social activities or one's intimate relationships).
- o) use inappropriate or sexualised language towards or in the presence of a child (including swearing, sexualised jokes or conversations).
- p) be naked, shower or change in the presence of a child (unless they are the parent, legal guardian, carer of that child).
- q) share with or expose a child to sexually explicit materials (e.g. magazines, photographs, images, online material, cards, videos, films etc.).
- r) possess, access, solicit, transmit, or produce child abuse material.
- s) sleep in the same bed, sleeping bag, tent, room or cabin with a child unless they are a parent of the child.
- t) have children spend the night at the residence of that person without prior approval of a parent, carer or guardian.
- u) photograph or video a child without the consent of BBC and the child's parent or guardian (unless they are the parent, carer or guardian of the child).
- v) discriminate against any child because of an attribute protected by discrimination law, including their gender identity, race, sexual orientation, sex or disability.
- w) have any online or electronic contact with a child (including by social media, email, instant messaging, etc.), unless:
- the contact is limited to providing information about BBC or is otherwise for legitimate ministry purposes;
  - another relevant adult is included in all communications; and

- prior written consent is obtained from the child’s parent, carer, or guardian; or
  - you are the child’s parent or legal guardian.
- x) use any personal communication channels or software (such as a personal email account, social media or instant messenger account) to contact children.
  - y) exchange personal contact details with children such as phone numbers, social networking sites or personal email addresses unless you are the child’s parent or legal guardian.
  - z) become 'friends' with, follow or add a child on any social media platform (unless they are a parent, carer, legal guardian of that child).
  - aa) share, request or use any photographs, videos, recordings or personal information about children without the consent of the parent or guardian, including on any social media platforms.
  - bb) work with a child while under the influence of illegal drugs or alcohol.
  - cc) consume illegal drugs at or during BBC events in the presence of children, or while performing duties for BBC.
  - dd) supply any child with illegal drugs or alcohol.

## 6. Reporting

- 6.1 BBC encourages a culture of transparency and accountability. Everyone has a duty to report concerns about child safety.
- 6.2 Everyone covered by this Code has a responsibility to act if they see, suspect, or are told about any behaviour that may pose a risk to the safety or wellbeing of a child or young person.
- 6.3 Concerns, suspicions, or allegations of harm, abuse, or misconduct must be reported immediately to your immediate leader or Safe Church Person or Child Safety Deacon in accordance with BBC’s Child Safety Complaints Handling & Reporting Procedures.
- 6.4 Where there is a serious or immediate risk to a child’s safety, **call 000** and then notify the Safe Church Person as soon as possible.
- 6.5 Reports should be made promptly, truthfully, and without bias. No person will be penalised for making a report in good faith.
- 6.6 If the matter involves alleged child abuse, serious misconduct, or criminal behaviour, BBC will ensure it is reported to the relevant external authorities (for example, Victoria Police, Child Protection, or the Commission for Children and Young People).
- 6.7 All reports and related information must be handled confidentially and in accordance with BBC’s Privacy Policy and legal obligations.

## 7. Privacy and Confidentiality

- 7.1 Personal information shared by, or about, children and young people must be handled with respect, confidentiality and care.
- 7.2 When a child or young person communicates with a person covered by this Code in connection with their role at BBC, that interaction is considered confidential to BBC, not to the individual worker. This means information may be shared with other authorised BBC leaders or a Safe Church Person only where necessary to fulfil child safety responsibilities.
- 7.3 Wherever possible, the privacy of the child should be protected. Information should only be shared on a “need-to-know” basis, and with as few people as reasonably required, always considering the best interests and safety of the child.

- 7.4 Personal or sensitive information about a child, young person, or their family must not be discussed with anyone outside BBC unless:
- a) the child, parent, or legal guardian has given explicit consent; or
  - b) the disclosure is required by law (for example, mandatory reporting, reportable conduct, or law-enforcement requests); or
  - c) it is necessary to protect a child or young person from immediate risk of harm.
- 7.5 Where a disclosure is required, the person must follow BBC's Child Safety Complaints Handling & Reporting Procedures and, wherever possible, seek guidance from a Safe Church Person or Child Safety Deacon before sharing information externally.
- 7.6 All personal information must be stored securely and in accordance with BBC's Privacy Policy and relevant privacy and child safety obligations.

## 8. Acknowledgement & Declaration

I have read, understood, and agree to uphold the **Beaconsfield Baptist Church**:

- **Child Safety & Wellbeing Policy**
- **Child Safety Code of Conduct**
- **Child Safety Complaints Handling & Reporting Procedures**
- **Child Safe Ministries Procedures Manual**
- **Privacy Policy**
- and any other relevant BBC policies and procedures

I acknowledge that I am:

- Responsible for the safety and wellbeing of all children and young people with whom I interact through BBC.
- Committed to upholding the standards and behaviours outlined in this Code of Conduct, including in all physical, digital, and online interactions.
- Aware that breaches of this Code may result in disciplinary action, removal from ministry, or notification to external authorities, as appropriate.

By signing below, I confirm that I have read and understood the above and agree to comply with the Code and to conduct myself in a manner that reflects the character of Christ, promotes trust, and ensures a safe environment for all.

**Name:** .....

**Signature:** .....

**Date:** .....

**Witness Name:** .....

**Witness Signature:** .....

# Acceptance, Amendments & Review Register

## Policy Administration Schedule

<b>Document Owner</b>	BBC Leadership Team
<b>Approved By</b>	BBC Leadership Team
<b>Approval Date</b>	May 2026
<b>Version No.</b>	Version 1.0
<b>Modification made to this version</b>	Incorporated new Victorian Child Safe Standards
<b>Next review date by Document Owner</b>	May 2028 or earlier if required

## Version Control

Version	Date	Written By	Reviewed By	Summary of Action or Document Amendments
1.0	May 2026	Glen Slimmon (Elder)	BBC Leadership Team	Initial version – approved by the BBC Leadership Team. Incorporation of the eleven new Child Safe Standards that took effect on 1 July 2022.  Replacement of all previous BBC child safety policies and procedures.