

# Code of Conduct - Staff & Volunteers

## Bridgeman Baptist Community Church - Safe Spaces Policy

Bridgeman Baptist Community Church is committed to creating safe spaces where all people can be confident that they will be cared for, nurtured and encouraged as they grow in God and, at the same time, protected from abuse or harm of any kind.

As part of this commitment, staff and volunteers are required to sign and abide by this Code of Conduct. This Code of Conduct seeks to reflect the Biblical call to godliness and faithfulness in ministry (e.g., 1 Timothy 3).

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| <p><b>I will:</b></p> | <p><b>Be Servant Hearted</b></p> <ul style="list-style-type: none"> <li>• Must always demonstrate integrity and act in a manner consistent with being a Church representative, as outlined in Bridgeman Baptist Community Church's Values and Beliefs Statement.</li> <li>• Conduct myself in a manner that is consistent with the Christian faith and values, being mindful of my language, behaviour and dress.</li> </ul> <p><b>Act with integrity</b></p> <ul style="list-style-type: none"> <li>• Treat all people with respect, love and care, being mindful of the differences of others and their values and culture and ensuring that my language is appropriate and not offensive or discriminatory.</li> <li>• Respect the Church as being a drug, alcohol and smoke-free environment.</li> <li>• Act with sexual purity; sexual intimacy being kept within the confines of a marriage relationship and not viewing, possessing, producing or distributing pornographic or other restricted material.</li> <li>• Seek integrity in my financial dealings and will not seek financial gain from my church role.</li> <li>• Obey local, state and federal laws and disclose to the Church Governance group if I have previously been or currently under investigation for any criminal offences.</li> </ul> <p><b>Provide safe spaces</b></p> <ul style="list-style-type: none"> <li>• Act in accordance with the Safe Spaces Safeguarding Policy, Workplace Health and Safety guidelines, policies and procedures and additional specific Church guidelines, policies or procedures.</li> <li>• Recognise the limits of my personal responsibilities, vulnerabilities, skills, experience, and competencies. For</li> </ul> |
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|                    | <p>example, only providing counselling within my level of competency.</p> <ul style="list-style-type: none"> <li>• Respect privacy and protect the confidential information of others (including online or in social media), except where such information would bring harm to the individual or another (refer to Church's Privacy Policy).</li> <li>• Report any suspicion or disclosure of abuse (physical, sexual, emotional, mental, neglect or spiritual) and understand my mandatory reporting obligations for sexual offences, as per the Safe Spaces Safeguarding Policy.</li> <li>• Report all accidents/incidents to the ministry leader or the Church Governance group, seeking to ensure that the spaces and activities that I'm involved with are physically, emotionally and spiritually safe and do not put people at risk of harm.</li> </ul> <p><b>Commit to team ministry</b></p> <ul style="list-style-type: none"> <li>• Embrace the vision, values and mission of the Church and continue to develop ministry skills through a variety of means and training.</li> </ul>  |
| <b>I will not:</b> | <p><b>Be an unsafe person</b></p> <ul style="list-style-type: none"> <li>• Use my position inappropriately, especially in situations where there are power imbalances.</li> <li>• Engage in bullying, harassment, abuse or harm to anyone.</li> <li>• Engage in any unlawful activity with or in relation to a child, young person, vulnerable adult or other person.</li> <li>• Seek to be alone with a child, young person or vulnerable adult.</li> <li>• Arrange personal contact, including online contact, with a child, young person or vulnerable adults outside of the Guidelines for Creating Safe Environments.</li> <li>• Use inappropriate language in the presence of a child, young person or vulnerable adult or show or provide them with access to inappropriate images or material.</li> </ul> <p><b>Provide unsafe environments</b></p> <ul style="list-style-type: none"> <li>• Engage in any activity that is likely to physically, sexually or emotionally harm a child, young person or vulnerable adult.</li> <li>• Volunteer in any capacity whilst under the influence of alcohol or prohibited drugs.</li> <li>• Not take property belonging to others, including intellectual property.</li> </ul> |

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| <p>If I observe a breach of this code, I will:</p>  | <ul style="list-style-type: none"> <li>• Act to prioritise the best interests of children, young people and vulnerable adults.</li> <li>• Take action promptly to ensure that children, young people and vulnerable adults are safe.</li> <li>• Promptly report any concerns to my Ministry Leader or Safe Spaces Team.</li> <li>• Follow the Church's policies and procedures for receiving and responding to complaints and concerns.</li> </ul>  |
| <p>I agree to abide by this Code of Conduct whilst working / volunteering with Bridgeman Baptist Community Church</p> | <ul style="list-style-type: none"> <li>• Any breach of this Code of Conduct involving a criminal offence may lead to a report being made to the relevant authorities.</li> <li>• Any breaches relating to the harm or risk of harm to a child, young person, or vulnerable adult will be dealt with under the Safe Spaces Safeguarding Policy.</li> <li>• Any other breach will be considered in the light of providing a safe space for all and may result in the staff member or volunteer being stood down either temporarily or otherwise.</li> </ul> |
| <p>Signed:</p>  | <div style="margin-top: 20px;"> <hr style="border: 0; border-top: 1px solid black; width: 250px; margin: 0;"/> <p>Signed</p> </div> <div style="margin-top: 40px;"> <hr style="border: 0; border-top: 1px solid black; width: 250px; margin: 0;"/> <p>Full name</p> </div> <div style="margin-top: 40px;"> <p>Date</p> </div>   |