



## **SAFEGUARDING CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS**

**The Diocese of Lismore and Macleay Valley Catholic Parish** are committed to fostering communities of safety and care. We acknowledge our legal, moral, and spiritual responsibilities to care for and uphold the dignity and rights of children, young people, and vulnerable adults.

If you or a person close to you has been abused by someone working or ministering within the Diocese of Lismore, we ask you to contact us. We will listen to you respectfully, offer support and discuss options you have available to you. To contact the Safeguarding Office, please phone (02) 6621 9444 or email [safeguarding@lismore.catholic.org.au](mailto:safeguarding@lismore.catholic.org.au)

**The Diocese's Commitment to Safeguarding Statement is available below.**

**The NSW Government 10 Child Safe Standards are available below.**

**A list of support services is available below.**

**The Australian Catholic Safeguarding Ltd Standards and a Statement of our support of these standards is below.**

**The Catholic Church's National Response Protocol is available below.**

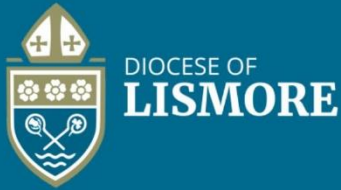
**The Diocesan Safeguarding Children, Young People and Vulnerable Adults Policy is below.**

**The Diocesan Code of Conduct is available below.**

**The Use of Alcohol, Tobacco and Other Drugs Statement is below.**

**The Acceptable Use of Communications Policy (includes social media) is below.**

**The Diocesan Film and Photography Guidelines are below.**



## Commitment to Safeguarding Statement

The Diocese of Lismore is committed to fostering communities of safety and care. We acknowledge our legal, moral, and spiritual responsibilities to care for and uphold the dignity and rights of children, young people, and adults at risk.

The Diocese of Lismore has;

1. a zero tolerance to the abuse or neglect of children, young people or vulnerable adults and commits to acting in their best interests at all times;
2. established a policy and developed a range of procedures that work together to protect, and, where required, to respond immediately and compassionately to any harm, or risk of harm;
3. safeguarding procedures and practices underpinned by legislation – ensuring ongoing compliance, accountability and transparency in all ministries undertaken by the Church; and
4. acknowledged the experiences of those who have survived child sexual abuse. The effects of abuse are long lasting and serious. The Diocese wishes to prevent future abuse and encourage everyone to champion child safety and commits to preventing future abuse whether it is sexual, physical, emotional or neglect.

Creating safe environments is a dynamic process that involves active participation and responsibility by parishes, schools, families and communities. Safe environments are marked by collaboration, vigilance and a proactive approach to safeguarding. Workers have a responsibility to safeguard children, young people and the vulnerable through promoting their welfare, health and development in a safe and caring environment. All workers, including clergy, employees and volunteers are to be taught what is required to undertake their roles in a way that enhances a safe and caring environment.



**BISHOP of LISMORE**  
— GREGORY HOMEING OCD —

*+ Gregory Homeing*

19<sup>th</sup> May, 2020

v.2 15<sup>th</sup> April, 2024

# The Child Safe Standards



## STANDARD 1:

Child safety is embedded in organisational leadership, governance and culture



## STANDARD 3:

Families and communities are informed and involved



## STANDARD 2:

Children participate in decisions affecting them and are taken seriously

## STANDARD 4:

Equity is upheld and diverse needs are taken into account



## STANDARD 5:

People working with children are suitable and supported



## STANDARD 6:

Processes to respond to complaints of child abuse are child focused



## STANDARD 7:

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training



## STANDARD 8:

Physical and online environments minimise the opportunity for abuse to occur

## STANDARD 9:

Implementation of the Child Safe Standards is continuously reviewed and improved



## STANDARD 10:

Policies and procedures document how the organisation is child safe<sup>1</sup>



# SUPPORT SERVICES



care | protect | act

**Child Protection Hotline**  
**13 21 11 (24 hours/7 days)**

**NSW Police Emergency**  
**000 (24 hours/7 days)**

**NSW Victims Access Line: 1800 633 063**

**NSW Victims Support Scheme:**

[www.victimsservices.justice.nsw.gov.au](http://www.victimsservices.justice.nsw.gov.au)

Counselling, financial support and a recognition payment to victims of a violent crime in NSW.

**Child Wise**  
**1800 991 099**



Phone and online counselling for all forms of childhood abuse - [www.childwise.org.au](http://www.childwise.org.au)

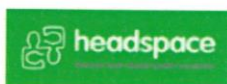
**Beyond Blue: 1300 224 636**

Information and support for mental health.

[www.beyondblue.org.au](http://www.beyondblue.org.au)



**Headspace:** Free counselling services to help young people with mental health, physical health (including sexual health) alcohol and other drug services - [headspace.org.au/](http://headspace.org.au/)



**Kids Helpline: 1800 551 800.**

24/7 phone and online counselling for young people aged 5-25.

[www.kidshelpline.com.au](http://www.kidshelpline.com.au)



**Lifeline: 13 11 14**

Crisis support 24/7.

[www.lifeline.org.au](http://www.lifeline.org.au)



**Link Up NSW**

**Aboriginal Corporation**

**1800 624 332**

(not available to mobiles) or **02 9421 4700**. Counselling, healing and culturally appropriate support for Indigenous Australians -

[www.linkupNSW.org.au](http://www.linkupNSW.org.au)



**MensLine Australia**

**1300 789 978**

Phone/online support.

[www.mensline.org.au](http://www.mensline.org.au)



**Youth Beyond Blue**

**1300 224 636**

Information and support for young people about issues associated with mental health conditions.

[www.youthbeyondblue.com](http://www.youthbeyondblue.com)



## ABUSE OF ELDERLY / DISABLED

**NSW ageing and disability Abuse Hotline**

**1800 628 221**

## BULLYING

**Bullying No Way:**

[bullyingnoway.gov.au/](http://bullyingnoway.gov.au/)



## DOMESTIC VIOLENCE

**Domestic Violence Line: 1800 656 463**

**1800 Respect: 1800 737 732**

[www.1800respect.org.au/](http://www.1800respect.org.au/)



**Services Australia**

[www.servicesaustralia.gov.au/](http://www.servicesaustralia.gov.au/)

*family-and-domestic-violence*



## ONLINE SAFETY



**eSafety Guide: <https://www.esafety.gov.au/>**

## SEXUAL ABUSE

**NSW Rape Crisis: 1800 424 017**

Health Sexual Assault Services.

[www.health.nsw.gov.au/](http://www.health.nsw.gov.au/)

**Sexual Assault Counselling Australia**

**1800 211 028.** Telephone counselling.

[www.sexualassaultcounselling.org.au](http://www.sexualassaultcounselling.org.au)

**Bravehearts Inc**

**1800 272 831**

Advice and support to those affected by sexual assault.

[www.bravehearts.org.au](http://www.bravehearts.org.au)



**Blue Knot Foundation**

**1300 657 380.** For adult

survivors of child abuse. [blueknot.org.au](http://blueknot.org.au)



**Survivors and Mates**

**Support Network**

**1800 472 676.**

For male survivors of childhood sexual abuse and their families.

[www.sexualassaultcounselling.org.au](http://www.sexualassaultcounselling.org.au)



**Interrelate: 1300 473 528**

Counselling and support for those affected by institutional

child sexual abuse. [www.interrelate.org.au](http://www.interrelate.org.au)



## SEXUAL HARASSMENT

**Sexual harassment |**

**SafeWork NSW**

[www.safework.nsw.gov.au/](http://www.safework.nsw.gov.au/)

*hazards-a-z/sexual-harassment*



## SUPPORTING AND IMPLEMENTING THE NATIONAL CATHOLIC SAFEGUARDING STANDARDS

Our parish stands with and supports the work of the Australian Catholic Safeguarding Ltd which “acknowledges the lifelong trauma of abuse victims, survivors and their families, the failure of the Catholic Church to protect, believe and respond justly to children and adults at risk, and the consequent breaches of community trust. Australian Catholic Safeguarding Ltd is committed to fostering a culture of safety and care for children and adults at risk.”

Our parish, like that of the Australian Catholic Safeguarding Ltd acknowledges that “Our responsibility to those who are most vulnerable must ensure that everyone has a right to participate in the economic, political, and cultural life of society. Safeguarding adults at risk requires a person-centred approach, which encourages their full and effective participation and freedom to make their own choices in circumstances which are appropriate. This ‘rights-based’ approach also calls for the prohibition, prevention and elimination of discrimination in the realisation of those rights.”



## **STANDARD ONE: COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE**

The safeguarding of children and adults is embedded in the entity's leadership, governance and culture.

## **STANDARD TWO: CHILDREN AND ADULTS ARE SAFE, INFORMED AND PARTICIPATE**

Children and adults are informed about their rights, participate in decisions affecting them and are taken seriously.

## **STANDARD THREE: PARTNERING WITH FAMILIES, CARERS AND COMMUNITIES**

Families, carers and communities are informed and involved in promoting the safeguarding of children and adults.

## **STANDARD FOUR: EQUITY IS PROMOTED AND DIVERSITY IS RESPECTED**

Equity is upheld and diverse needs respected in policy and practice.

## **STANDARD FIVE: ROBUST HUMAN RESOURCE MANAGEMENT**

People working with children and adults are suitable and supported to reflect safeguarding values in practice.

## **STANDARD SIX: EFFECTIVE COMPLAINTS MANAGEMENT**

Processes for raising concerns and complaints are responsive, understood, accessible and used by children, adults, families, carers, communities, and personnel.

## **STANDARD SEVEN: ONGOING EDUCATION AND TRAINING**

Personnel are equipped with knowledge, skills and awareness to keep children and adults safe through information, ongoing education and training.

## **STANDARD EIGHT: SAFE PHYSICAL AND ONLINE ENVIRONMENTS**

Physical and online environments promote safety and contain appropriate safeguards to minimise the opportunity for children and adults to be harmed.

## **STANDARD NINE: CONTINUOUS IMPROVEMENT**

Entities regularly review and improve implementation of their systems for keeping children and adults safe.

## **STANDARD TEN: POLICIES AND PROCEDURES SUPPORT THE SAFETY OF CHILDREN AND ADULTS**

Policies and procedures document how the entity is safe for children and adults.

# LISTENING TO YOU



## LISTENING TO OUR PARISH COMMUNITY

### Do you have a concern about:

- Something you have seen or heard within your parish community that has concerned you?

### Your feedback may be about:

- Something you have experienced
- Something you have witnessed
- Something you feel needs change

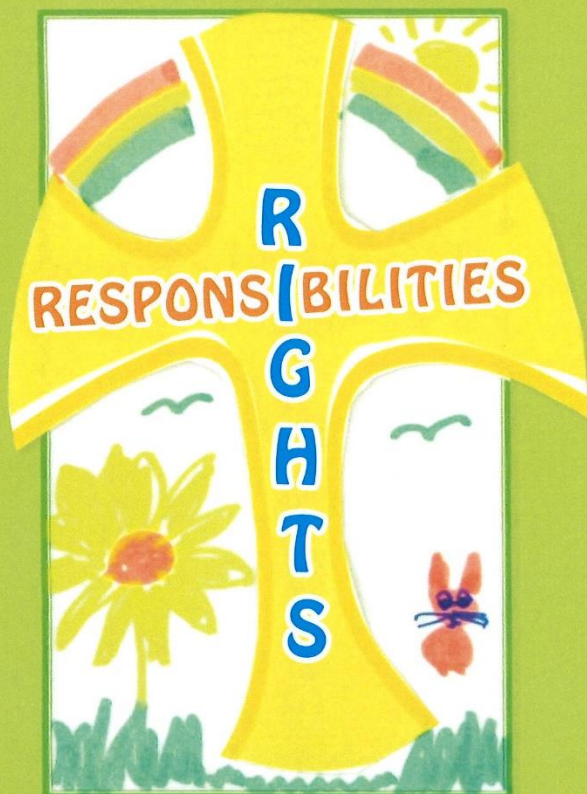
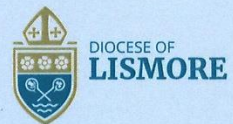
*Please discuss any concerns or feedback with the Priest of your Parish.*

If your Priest needs assistance to resolve your concern or implement your feedback, he will seek advice and get back to you.

For other matters or assistance, you can contact:

[safeguarding@lismore.catholic.org.au](mailto:safeguarding@lismore.catholic.org.au)

or call (02) 6621 9444



## Rights & Responsibilities

**I have the right to feel safe and be protected from harm wherever I am**

**I have the responsibility to not hurt others or treat them badly**

**I have the right to food, clothing and healthcare and a safe place to live**

**I have the responsibility to respect this right - many children in the world don't have the basic things like food and clean water**

**I have the right to enjoy my own culture, religion and language**

**I have the responsibility to respect other people's culture, religion and language**

**I have the right to tell a trusted adult if I have been harmed or treated unfairly**

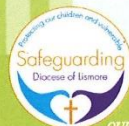
**I have the responsibility to tell an adult if I know of anybody being harmed or treated unfairly - including myself!**

**I have the right to a good education**

**I have the responsibility to always do my best**

**I have the right to voice my opinions respectfully**

**I have the responsibility to respect the opinions of others**



Catholic Diocese of Lismore  
Safeguarding Office

T: 02 6621 9444  
E: [safeguarding@lismore.catholic.org.au](mailto:safeguarding@lismore.catholic.org.au)

OUR THANKS TO THE ARCHDIOCESE OF SYDNEY FOR SHARING THIS RESOURCE WITH US

## The National Response Protocol

Requires of all agencies and members of the Church:

- ⇒ Sensitive assistance for those subject to child abuse by personnel of the Catholic Church.
- ⇒ A just and compassionate response to complaints of child abuse.
- ⇒ An emphasis on prevention of abuse.

## CONTACT THE DIOCESE OF LISMORE SAFEGUARDING OFFICE FOR COMPLAINTS

T: 02 6621 9444  
E: [safeguarding@lismore.catholic.org.au](mailto:safeguarding@lismore.catholic.org.au)

Copies of *The National Response Protocol* and further information and advice regarding the Church's response to Church-related abuse are available from the Safeguarding Office.



## The National Response Protocol

At every level we must work together especially to protect children and adults from abuse or harm. This obligation to safeguard all those within the community is moral, legal and spiritual. It is underscored by the fundamental sanctity of each human person. Making the Church a safer place for our children and adults who are at risk is at the heart of our commitment to the mission that has been entrusted by the Spirit of Pentecost to the community of faith.

*(The National Response Protocol, 2021)*

If I wish to make a complaint about child abuse by a representative of the Catholic Church how do I go about it?

To make a complaint, please call the Safeguarding Office on 02 6621 9444

### What happens if I ring 02 6621 9444 to make a complaint?

Your call will be directed to the Diocesan Safeguarding Office. In the event a representative of the Safeguarding Office is unavailable, a request will be made to contact you. The person receiving your call will be sensitive to your needs, and record your contact details.

### Will my complaint be treated sensitively?

The details of the complaint that you have made will be made known only to those who need to know. The Safeguarding Office is sensitive to privacy, security and personal reputation of all involved in the process.

Personnel within the Safeguarding Office will act with integrity, apply procedural fairness, and are skilled in the tasks they are undertaking.

If the abuse about which you are concerned could be a crime, the Safeguarding Office will advise that you have the right to take the matter to the police and can arrange assistance if this is required. If a crime has been committed, the church may not be able to carry out its own assessment as there could be a danger of contaminating a police investigation.

### What happens after my meeting with the Safeguarding Office

- ◇ You will be advised of developments as they proceed.
- ◇ A copy of your signed statement of complaint will be sent to the Bishop or Leader of the Religious Institute responsible for the person about whom you are complaining.
- ◇ A copy of your signed statement will be kept on file within the Safeguarding Office.
- ◇ A copy of your complaint will be given to you.

### How long will all this take?

In order to ensure fairness to all parties, complaints will be assessed fully. Due to the nature of these assessments the process may be lengthy. However you will be kept informed as the matter proceeds.

### What generally happens when a complaint is made?

- ◇ The Safeguarding Office will obtain and consider your statement of complaint.
- ◇ The Safeguarding Office may wish to meet the complainant if some matters need to be clarified.
- ◇ An interview will be held with the person accused. Early in that interview the accused will be informed of the nature of the complaint.
- ◇ After the investigation is finished, the Safeguarding Office will provide a written report to the Bishop or Leader.
- ◇ The Bishop or Leader then makes a decision on the matter and takes appropriate action to assist in your healing.
- ◇ At the conclusion of the assessment, if required, there will be an opportunity to meet the Bishop or Leader (or his or her representative) in the company of a neutral facilitator or mediator.







<b>EFFECTIVE DATE</b>	1 October 2020
<b>REVIEW DATE</b>	1 October 2023
<b>POLICY OWNER</b>	Chancery
<b>APPLIES TO</b>	This Policy applies to clergy, members of religious institutions, employees, board members, contractors (as defined and in relation to WHS and Children's Guardian legislation and a one member corporation), volunteers, work experience students and trainees ( <b>Workers</b> ) of the Diocese.
<b>EXCLUSIONS</b>	Where an agency or entity of the Diocese has its own policy, the relevant agency or entity policy will apply to Workers engaged by those agencies or entities. In the event of conflict between the policies of agencies or entities and the Diocesan policy, the Diocesan policy prevails.
<b>RELATED POLICIES, GUIDELINES &amp; PROCEDURES</b>	Code of Conduct Child Protection Policy
<b>REFERENCE</b>	<i>Child Protection (Working with Children) Act 2012 (NSW)</i> <i>Child Protection (Working with Children) Regulation 2013 (NSW)</i> <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i> <i>Children and Young Persons (Care and Protection) Regulation 2012 (NSW)</i> <i>Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015 (NSW)</i> <i>Children's Guardian Act 2019 (NSW)</i> <i>Children's Guardian (Transitional) Regulation 2020 (NSW)</i> <i>Crimes Act 1900 (NSW)</i>
<b>RELATED FORMS</b>	There are no forms related to this policy
<b>HEADINGS</b>	Safeguarding Commitment Gospel Values Definitions Core Principles Compliance Relevant legislation, Standards & references Breaches of this Policy Revision/ Modification History Approval Date/ Revision History
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## COMMITMENT TO SAFEGUARDING STATEMENT

The emotional, physical and spiritual well-being and dignity of all people is an integral part of the Catholic Church. The Diocese of Lismore is committed and dedicated to safeguarding all those within our community, especially children, young people and vulnerable adults.

The Diocese of Lismore is committed to fostering communities of safety and care. We acknowledge our legal, moral, and spiritual responsibilities to care for - and uphold the dignity and rights of - children, young people, and vulnerable adults.

The Diocese of Lismore has:

1. a zero tolerance to the abuse or neglect of children, young people or vulnerable adults and commit to acting in their best interests at all times;
2. established a policy and developed a range of procedures that work together to protect, and, where required, to respond immediately and compassionately to any harm, or risk of harm; and
3. safeguarding procedures and practices underpinned by legislation – ensuring ongoing compliance, accountability and transparency in all ministries undertaken by the Church.

Creating safe environments is a dynamic process that involves active participation and responsibility by parishes, schools, families and communities. Safe environments are marked by collaboration, vigilance and a proactive approach to safeguarding. Workers have a responsibility to safeguard children, young people and the vulnerable through promoting their welfare, health and development in a safe and caring environment. All workers, including clergy, employees and volunteers are to be educated as to their responsibilities to undertake their roles in a way that enhances a safe and caring environment.

## GOSPEL VALUES

The values of love, dignity, and justice as demonstrated by Jesus underpin this policy. Jesus especially showed care for the poor, powerless, and vulnerable. He particularly loved children in their purity and innocence: “...for it is to such as these that the kingdom of God belongs...” (Mark 10:14). All people are called to cherish and safeguard children, young people and the vulnerable from anyone who would harm them.

## DEFINITIONS

**Abuse:** There are different forms of abuse including emotional (psychological), neglect, physical, sexual

**Emotional (Psychological) abuse:** happens when a child's, or vulnerable adult's, social, emotional or intellectual development is damaged or threatened. It can include constant: rejection, teasing or bullying, yelling, withholding of affection, criticism or exposure to domestic or family violence;

**Neglect:** is when a child's, or vulnerable adult's, health and development are affected because their basic needs are not met. These needs include: food, housing, health care, adequate clothing, personal hygiene, hygienic living conditions, medical treatment and adequate supervision;

**Physical abuse:** is when a child, or vulnerable adult, suffers physical trauma or injury that is not accidental. It doesn't always leave visible marks or injuries. What matters most is the act itself that caused the trauma or injury. Physical abuse can include: hitting, shaking, throwing, burning, biting and poisoning;

**Sexual abuse:** Sexual abuse occurs when a person involves a child or vulnerable adult in sexual activity, or deliberately puts the child or vulnerable adult in the presence of sexual behaviours that are exploitative or inappropriate to his/her age development. Considering the child or vulnerable adult to have consented to the activity is irrelevant.

**Child or Children:** for the purpose of this policy, a person under the age of sixteen (16) years.

**Diocese:** means the Roman Catholic Diocese of Lismore and includes without limitation any Diocesan agencies, corporations, entities, parishes, parish corporations and parish entities where the Worker is employed or otherwise engaged.

**Harm:** means any detrimental effect of a significant nature on the person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation. It may be caused by a single act, omission or circumstance; or a series or combination of acts, omission or circumstances.

**Volunteer:** for the purpose of this policy, a volunteer includes a person working in a regulated industry (i.e. aged care facility), a position of authority or responsibility (i.e. board member), a parish liturgy or sacramental role and/or a person who volunteers their time to assist with recreational activities such as cooking a bbq.

**Vulnerable Adults:** those aged 18 years or over who are, or may be, unable to take care of themselves, or unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

**Worker:** means clergy, employees, board members, religious, volunteers, contractors, work experience students and trainees of the Diocese.

**Young person:** a person who is aged sixteen (16) years or above but who is under the age of eighteen (18) years.

## CORE PRINCIPLES

Children, young people and vulnerable adults have a fundamental right to be respected, nurtured and safeguarded by all.

The Diocese of Lismore is committed to taking the necessary steps to:

- demonstrate that the right to protection from harm for all people is paramount;
- safeguard children, young people and the vulnerable;
- foster known best practice that contributes to a safe environment;
- demonstrate accountability through establishing effective structures and practices;
- ensure prompt responses to any concerns raised;
- uphold safe recruitment and selection practices as a means to protecting children, young people and vulnerable adults from harm;
- uphold and maintain standards of conduct which set our clear guidelines regarding ethical behaviour as an essential part of reducing risk of harm for all people; and
- operate safe environments.

## COMPLIANCE IN PARISHES

The primary person with responsibility for dealing with child, and vulnerable, protection issues in the Diocese of Lismore is the Bishop in his relevant capacity, or his delegate. However safeguarding is a shared responsibility and all persons within the parishes and agencies who have contact with children, young people and vulnerable adults are accountable for helping ensure the safety, well-being and dignity of those children, young people and vulnerable adults.

Key responsibilities of all workers to which this policy applies include:

- Being caring, respectful and compassionate towards children, young people and vulnerable adults;
- Complying with all legal requirements relating to protection of children, young people and vulnerable adults; including;
  - Complying with relevant screening obligations; and
  - Reporting matters of concern relating to the safety, well-being and dignity of children, young people and vulnerable adults to the appropriate person, including the NSW Police, where appropriate;
- Complying with the Diocese's *Child Protection Policy* and procedures;
- Cooperating with any internal or external investigation regarding the safety, well-being and dignity of a child, young person or vulnerable adult; and
- Complying with the Diocese of Lismore's *Code of Conduct*.

## RELEVANT LEGISLATION, STANDARDS AND REFERENCES

The Diocese recognises its obligations under relevant legislation, while striving to promote the well-being, safety and protection of children, young people and the vulnerable. This policy and its procedures are governed by current legislation including:

- Child Protection (Working with Children) Act 2012 (NSW)
- Child Protection (Working with Children) Regulation 2013 (NSW)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Children and Young Persons (Care and Protection) Regulation 2012 (NSW)
- Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015 (NSW)
- Children's Guardian Act 2019 (NSW)
- Children's Guardian (Transitional) Regulation 2020 (NSW)
- Crimes Act 1900 (NSW)

This policy and its procedures uphold the principles and standards set out in

- Integrity and Service in the Church (September 2011)
- Towards Healing (revised January 2010)
- Integrity in Ministry (reprinted April 2010)
- Office of Children's Guardian (Child Safe Standards)

## BREACHES OF THIS POLICY

Breaching this Policy may result in disciplinary action, which may include the termination of employment or engagement and, notification to external agencies including without limitation professional standards associations, regulatory agencies and police.

## REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
25.02.20	1	Safeguarding Children, Young People and Vulnerable Adults policy	Initial Policy	1 October 2020	1 October 2020

## APPROVAL DATE/ REVISION HISTORY

Approved by: Bishop Gregory Homeming

Date: 1 October 2020

To be revised: 1 October 2023

I have read, understood and will be compliant to the Diocese of Lismore Safeguarding Children, Young People and Vulnerable Adults Policy for the duration of my employment/engagement.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_



<b>EFFECTIVE DATE</b>	1 July 2020
<b>REVIEW DATE</b>	1 July 2021
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<b>RELATED POLICIES, GUIDELINES &amp; PROCEDURES</b>	Acceptable Use of Electronic Communications Systems & Devices Policy Child Protection Policy Complaint Handling Policy Inappropriate Workplace Behaviour Policy Performance and Professional Development Policy Privacy Policy Work Health & Safety Policy
<b>REFERENCE</b>	Integrity in the Service of the Church Integrity in Ministry
<b>RELATED FORMS</b>	Application for Secondary Employment Approval Form
<b>HEADINGS</b>	Objective Definitions Policy <ol style="list-style-type: none"> <li>1. Lawful Compliance</li> <li>2. Ethical Behaviour</li> <li>3. Professional Behaviour and Development</li> <li>4. Conflicts of Interest</li> <li>5. Gifts and Benefits</li> <li>6. Secondary Employment</li> <li>7. Management of Resources</li> <li>8. Activities and Public Comment</li> <li>9. Protected Disclosures</li> <li>10. Confidentiality</li> </ol> Breaches of this Policy

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## OBJECTIVE

This Code of Conduct Policy sets down the behavioural standards and expectations of all Workers engaged by the Diocese of Lismore.

## DEFINITIONS

**Child** means a person who is under the age of 16 (as defined by the Children & Young Persons (Care & Protection) Act 1998).

**Close friend** means an individual who is more than a colleague or acquaintance and who has known the Worker for a sufficient period of time to be in a position where there is an actual or perceived obligation on the part of the Worker to give preferred or preferential treatment to that person. A person is not a Close friend solely because they are a member of the same parish, religious congregation or association.

**Contractor** means contractor as referred to in WHS legislation and/or a company when one main person through the personal skills or efforts as an individual of that person is contracted to the Diocese, and/or a one shareholder/member company.

**Diocese** means the Roman Catholic Diocese of Lismore and includes without limitation any Diocesan agencies, corporations, entities, parishes, parish corporations and parish entities where the Worker is employed or otherwise engaged.

**Family member** means a Worker's spouse or former spouse;

- de facto partner or former de facto partner;
- sibling, cousin, child, parent, grandparent, grandchild or sibling of the Worker's spouse or de facto partner;
- step-relations (e.g. step-parents, step – siblings, step-children) as well as adoptive relatives.

**Worker** means clergy, employees, board members, contractors, volunteers, work experience students and trainees of the Diocese.

**Young person** means a person who is aged 16 years or above but under 18 (as defined by the Children & Young Persons (Care & Protection) Act 1998).

## POLICY

### 1. Lawful Compliance

Workers must:

- 1.1. obey the law including but not limited to complying with legislation, contractual obligations and industrial instruments;
- 1.2. comply with relevant Diocesan policies; and
- 1.3. comply with reasonable and lawful directions given to them by the Diocese.

### 2. Ethical Behaviour

Workers are required to:

- 2.1. respect the dignity, rights and views of others;
- 2.2. listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view);
- 2.3. act respectfully towards their supervisors and peers, including but not limited to respecting the decisions of management regardless of whether workers agree with the decision;



- 2.4. act cooperatively with persons who may perform review and assurance activities such as internal audit, compliance and risk management;
- 2.5. respect cultural, ethnic and religious differences;
- 2.6. demonstrate inclusion and support for people with a disability;
- 2.7. acknowledge the genuine contributions that others make;
- 2.8. when expressing feedback doing so objectively in a considerate manner with a moderate tone and demeanour;
- 2.9. not harass, bully or unlawfully discriminate against colleagues, clients or members of the public;
- 2.10. be courteous, fair, sensitive and considerate to the needs of others in the workplace;
- 2.11. be honest and act with integrity;
- 2.12. refrain from engaging in conduct using electronic communication systems and devices that could damage the Diocese' reputation or standing in the community, cause embarrassment to the Diocese or that could damage the relationship between the Diocese and staff member/s, customers and/or clients;
- 2.13. actively assist in managing workplace conflict, regardless of whether the conflict impacts personally on them or their workers, to achieve positive and constructive outcomes;
- 2.14. understand, promote and support the principles and standards put forward in *Integrity in the Service of the Church* to the extent that those principles and standards apply to the Worker's role and are not inconsistent with the specific policies of the Diocese;
- 2.15. in respect of Workers who are Clergy and religious engaged in Ministry on behalf of the Catholic Church, understand, promote and support the principles put forward in *Integrity in Ministry*;
- 2.16. When working with children and young people, Workers must:
  - (a) refrain from making negative comments about their appearance or being overly positive including without limitation excessive flattery;
  - (b) refrain from inappropriate or overly familiar 'pet names' or 'nicknames' towards them;
  - (c) not groom them;
  - (d) not make enquiries of a sexual nature toward them;
  - (e) not be disrespectful or discriminatory towards them;
  - (f) not vilify or humiliate them;
  - (g) not swear or use offensive language within earshot of them;
  - (h) not allow them to access or facilitate their access to pornography or sexually explicit material;
  - (i) immediately intervene and report any suspected sexual harassment, discrimination or abuse involving children or young persons to the Diocese;
  - (j) avoid communications of a personal nature with them, unless you have the written consent of their parent or guardian;
  - (k) avoid introducing 'secrets' to them;
  - (l) not discuss personal lifestyle details or opinions of self to them or about them that could be perceived as overly personal;
  - (m) not visit or otherwise contact a child outside of hours, except with their parent or guardians' consent;
  - (n) if a child's parent or guardian wishes to engage a Worker to mentor, tutor or care for them outside of the Worker's work at the Diocese, the Worker must:
    - i. do so in the Workers own individual capacity only and not in conjunction with the Diocese;
    - ii. disclose this to the Worker's supervisor; and
    - iii. seek approval for secondary employment from the Diocese.
  - (o) not perform unwarranted or unwanted touching of them or engage in inappropriate unnecessary physical contact including without limitation massage, kisses, tickling games or facilitate situations which unnecessarily result in close physical contact with them;
  - (p) not administer corporal punishment to them including without limitation physical discipline or smacking;

- (q) avoid transporting when unaccompanied;
  - (r) not undress using facilities set aside for them or otherwise undress in sight of them;
  - (s) not give personal gifts, provide special favours, single them out for special duties or responsibilities;
  - (t) not consume alcohol, tobacco or other drugs (illicit or otherwise) in their presence or offer alcohol, tobacco or drugs (illicit or otherwise) to them;
  - (u) not administer medication to them without the consent of their parent or guardian and then only within the Worker's specific scope of practice.
- 2.17. disclose any personal relationship that may impact their ability to perform their role on the basis of professional boundary challenges, to their supervisor or if the relationship is with their supervisor make the disclosure to their supervisors' manager;
- 2.18. cooperate with any decisions made by the Diocese to assist the Worker to manage any conflict of interest arising from the personal relationship which may include transfer or reassignment of the Worker.

### 3. Professional Behaviour and Development

Workers are expected to:

- 3.1. maintain a high standard and quality of work;
- 3.2. maintain and develop knowledge and understanding relevant to their role and any required area of expertise;
- 3.3. continuously seek to improve work performance and bring about improvements in the workplace;
- 3.4. exercise care, responsibility and sound judgement when carrying out their duties;
- 3.5. maintain adequate documentation to support decision making;
- 3.6. take reasonable care of their safety and health;
- 3.7. take reasonable steps that their acts and or omissions do not adversely affect the health and safety of others;
- 3.8. comply with policies or procedures;
- 3.9. refrain from carrying out their duties under the influence of alcohol, illegal substance, or any substance which impairs work performance or poses an actual or potential risk to the health and safety of themselves or others;
- 3.10. not ignore work duties or waste time during working hours;
- 3.11. not take or attempt to take improper advantage of any information gained during employment;
- 3.12. not take or attempt to take improper advantage of their position to benefit themselves or others;
- 3.13. not allow personal political views, affiliations or personal interests to influence the performance of their duties or responsibilities;
- 3.14. maintain confidentiality;
- 3.15. foster collegiality among members of the Diocese and broader Church community; and
- 3.16. report to the Diocesan HR & WHS Manager or the Worker's supervisor any instance where the Worker believes they have observed or they themselves, have been the subject of inappropriate workplace behaviours.

### 4. Conflicts of interest

Workers must not place themselves in a position where there is an 'actual or perceived possibility' of conflict between either a personal interest or a duty owed elsewhere and the Worker's duties and obligations as a Worker.

Workers must:

- 4.1. not have a personal interest (pecuniary or otherwise) or an outside engagement that is inconsistent with the best interests of the Diocese;
- 4.2. not use their position with the Diocese to obtain advantage for themselves or a third party without the fully informed written consent of the Diocese;

- 4.3. not use Diocesan property or business opportunities for their own benefit or the benefit of a third party;
- 4.4. disclose a conflict of interest (or potential conflict) to the Diocese as soon as the Worker becomes aware. Disclosing the conflict does not infer that the Diocese has agreed to allow the Worker to continue to hold the interest that has created the conflict or absolve the Worker from potential disciplinary action for allowing the conflict to arise in the first place or not immediately notifying the Diocese of the conflict of interest whether actual or perceived;
- 4.5. avoid a conflict of interest and where a conflict of interest arises, immediately notify the Diocese in writing and cooperate with any direction that the Diocese makes to the Worker about managing the conflict of interest;
- 4.6. manage professional boundaries with other Workers by avoiding situations where the Worker is:
  - (a) 'dating', 'going out with' or in an intimate relationship with a fellow Worker who reports to them;
  - (b) supervising a family member or close friend as part of their role;
  - (c) a member of a selection or interview panel where a family member or close friend is being interviewed;
  - (d) the decision maker or influencer in respect of a promotion or appointment of a family member or close friend;
  - (e) approving expenditure or any other benefit including salary level or salary increases for a family member or close friend;
  - (f) giving preference or 'special treatment' to another Worker because that Worker is a family member or close friend';
- 4.7. When considering whether there is a conflict of interest the Worker should ask themselves:  
*Do I have a personal interest that may conflict or be perceived to conflict with my position at the Diocese?*

*Could there be benefits for me, now, or in the future, that could cast doubt on my objectivity to make decisions in my position at the Diocese?*

*How would my involvement in the decision or action be viewed by others?*

Examples of Conflicts of Interest are:

Position	Conflict
<b>Parish Sacramental Coordinator</b>	The Parish Sacramental Coordinator recommends that the Confirmation programs be printed by ABC Printing Pty Ltd, a company that is owned by her uncle. She does not disclose the interest or seek the written informed consent of the Parish Priest before making the recommendation.
<b>Parish Priest</b>	The Parish Priest allows ABC Travel Pty Ltd to advertise in the Parish Bulletin. He does not disclose that in return he is provided with free airline tickets for his annual holiday. He does not disclose the interest to the Bishop.
<b>Parish Secretary</b>	The Parish Secretary employs his wife to work as the Parish Bookkeeper at the same Parish. She reports to him and the other staff at the Parish are concerned because he is favouring her. The Parish Secretary failed to recognise boundary issues and that it was inappropriate to employ a Family member in a position that reports to him or to be involved in the decision to appoint her.
<b>Property Manager</b>	Knowing that the Diocese is about to develop a site at ABC Parish (which will likely significantly increase the value of commercial properties in the

	immediate vicinity of the site), the Property Manager tells a local property developer (before the announcement is made public) in return for a reduced commission on the sale of his own house.
<b>Human Resources Officer</b>	The Human Resources Officer uses ABC Recruitment Agency because, unbeknown to the Diocese, he/she personally receives free movie tickets from ABC Recruiting Agency every time he/she uses them to place temporary Workers.
<b>Youth Minister</b>	The Youth Minister agrees to speak at a conference for another Diocese in return for his conference expenses being paid. He does not disclose this benefit to the Diocese or seek approval for secondary employment.
<b>Financial Manager</b>	The Financial Manager decides to engage ABC Accounting as the Diocesan external accountants because they will do his personal tax returns for free. She does not identify this conflicted interest or seek to manage it by refusing the offer of free accounting services and moving her personal accounting work to another firm of accountants that has no relationship with Diocesan external accountants.

## 5. Gifts and Benefits

- 5.1. Workers must not solicit or accept gifts, benefits or hospitality which might be reasonably seen to either directly or indirectly compromise or influence their professional duties with the Diocese.
- 5.2. Gifts of a nominal value generally used for promotional purposes, or moderate acts of hospitality offered as a genuine thank you by a client, may be personally retained if they have not been solicited by the Worker or could not be seen to have comprised or unduly influenced the Worker's professional duties with the Diocese.
- 5.3. Gifts or hospitality offered as an inducement to purchase, provide information or treat someone favourably are not permitted regardless of their monetary value. Examples of inducement include a recruitment agency offering theatre tickets for each temporary person employed. Gifts such as a Christmas hamper for work allocated to a consultant should be shared or, if a singular gift (such as a box of chocolates) should be made available for consumption at a work function. Consideration should also be given to donating such gifts to charity. Acceptance of gifts and hospitality is a matter for the Worker to manage. Worker's must be satisfied that their position will not in any way be compromised or appear to be compromised by acceptance of the gift or hospitality.

## 6. Secondary Employment

- 6.1. Secondary employment includes paid work and volunteer work where a benefit is received in return for the work e.g. paid travel expenses or reimbursement of conference expenses;
- 6.2. Workers must seek and obtain approval in writing from the Diocese prior to engaging in any secondary employment or business activity, including employment within a family company;
- 6.3. Approval for secondary employment is still required when a Worker who is in the paid employment of the Diocese is on leave, including periods of leave without pay;
- 6.4. Where a Worker of the Diocese is already involved in secondary employment, they must as soon as reasonably practicable provide details of the secondary employment to the Diocese and obtain the necessary approval;
- 6.5. Workers are required to refrain from engaging in any outside work that would compromise their integrity and independence;

- 6.6. The Diocese will not unreasonably withhold consent for the Worker to undertake secondary employment; however, Workers are still required to advise the Diocese in writing and obtain its consent.
- 7. Management of Resources**
- 7.1. Workers are required to use Diocesan resources economically and ethically. Resources include but are not limited to money, facilities and equipment owned by or within the control of the Diocese;
- 7.2. Workers also have a duty to ensure Diocesan resources are only used for their intended purpose, are well maintained and secured against theft or misuse;
- 7.3. Workers are accountable for their use of Diocesan work time and resources. Workers must not use Diocesan work time or resources for an outside interest, secondary employment or personal gain. Examples might include the development of a personal commercial idea or writing a book using the intellectual property of the Diocese, to sell privately;
- 7.4. Workers have a duty to report to the Diocese improper use, waste or abuse of resources, corrupt or fraudulent conduct, inadequate administration or short fallings in accountability.
- 8. Activities and Public Comment**
- 8.1. Workers are permitted to engage in political, professional, charitable and interest groups provided the participation does not give rise to the conflict with the Diocese's values;
- 8.2. Although Workers are permitted to express personal views through public comment or the media, they are not to give the impression they are speaking on behalf of or representing the views of the Diocese unless they have prior authorisation from the Bishop or his delegate. This includes public speaking, media comments and letters, comments to online services.
- 9. Protected Disclosures**
- 9.1. In reporting any suspected improper use, fraud, waste, abuse of resources, corrupt conduct, inadequate administration or accountability, the disclosing Worker is entitled to protection from adverse actions taken against them purely because of the disclosure. Protection is not afforded to the disclosing party in respect of the reasonable actions of management toward the disclosing party that are taken for a reason, other than the disclosing party making a disclosure.
- 9.2. Disclosing Workers are not entitled to protection for disclosures that are in the reasonable belief of the Diocese vexatious, malicious or made to assist the disclosing party to avoid disciplinary action.
- 9.3. A person who makes a protected disclosure will be notified, within six months of the disclosure being made, of the action taken or proposed to be taken in respect of the disclosure. If a disclosure is made in accordance with this Policy, the Disclosure Coordinator (Diocesan Human Resource Manager) is responsible for the six month notification to the person who made the disclosure, unless this responsibility has been retained by or allocated to another officer by the Diocesan Business Manager.
- 9.4. The notification provided to the person who made the disclosure should contain sufficient information to demonstrate that adequate and appropriate action was taken, or is proposed to be taken, in respect of the disclosure.
- 10. Confidentiality**
- 10.1. Workers who are in the paid employment of the Diocese must not divulge, either during employment or after the cessation of their employment, any confidential information obtained during their engagement with the Diocese.
- 10.2. Confidential information includes, but is not limited to:
- *information about individuals, including but not limited to former, current and future workers and clients;*
  - *information about the Diocesan finances;*
  - *computer databases and computer software; and*

- *all other information obtained in the course of working for the Diocese that is, by its nature, confidential or personal information.*

## BREACHES OF THIS POLICY

Breaching this Policy may result in disciplinary action, which may include the termination of employment or engagement and, notification to external agencies including without limitation professional standards associations, regulatory agencies and police.

## REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
April 2009	1	Code of Conduct	Initial Policy	April 2009	April 2009
January 2019	2	Code of Conduct	Review	January 2019	January 2019
June 2019	3	Code of Conduct	Update	15 June 2020	1 July 2020

## APPROVAL DATE/ REVISION HISTORY

Approved by: Bishop Gregory Homeming

Date: 15 June 2020

To be revised: 1 July 2021

## FACT SHEET: Use of alcohol, tobacco and other drugs

The Diocese has high expectations of employees, volunteers and religious appointees in relation to the provision of alcohol, tobacco and other drugs to children and the use of those substances in the presence of children.

All employees, volunteers and religious appointees at Parishes and agencies must follow these guidelines when it comes to alcohol, tobacco and other drugs.

### Alcohol

- Communion wine is only to be provided to a child by a Priest or other Minister administering Holy Communion with the authorisation of, or in the presence of, the child's parent or guardian within a Parish setting;
- Alcohol is not to be provided or supplied to a child at any other time;
- No person who is supervising children or involved in any activity with children should consume or be under the influence of alcohol.

### Tobacco

- Tobacco is not to be provided or supplied to a child under any circumstances.
- No person who is supervising children or involved in any activity with children should smoke tobacco.

### Illicit drugs

- Illicit drugs are not to be provided or supplied to a child under any circumstances.
- No person who is supervising children or involved in any activity with children should consume or be under the influence of illicit drugs.

### Medication

- Medication should not be given to children without written instructions from a parent or guardian, unless a doctor or paramedic administers it in an emergency.
- You should be aware that some prescription medication may adversely affect a person's capacity to effectively supervise children and keep them safe.

<b>EFFECTIVE DATE</b>	1 July 2020
<b>REVIEW DATE</b>	1 July 2023
<b>POLICY OWNER</b>	Chancery
<b>APPLIES TO</b>	This Policy applies to clergy, religious, employees, board members, contractors (as defined and in relation to WHS legislation and a one member corporation), volunteers, work experience students and trainees ( <b>Workers</b> ) of the Diocese.
<b>EXCLUSIONS</b>	Where an agency or entity of the Diocese has its own policy, the relevant agency or entity policy will apply to Workers engaged by those agencies or entities. In the event of conflict between the policies of agencies or entities and the Diocesan policy, the Diocesan policy prevails.
<b>RELATED POLICIES, GUIDELINES &amp; PROCEDURES</b>	Code of Conduct Inappropriate Workplace Behaviour Policy Privacy Policy Social Networking Policy
<b>REFERENCE</b>	<i>Privacy Act 1988 (Clth)</i> <i>Privacy Regulation 2013 (Clth)</i> <i>Workplace Surveillance Act 2005 (NSW)</i>
<b>RELATED FORMS</b>	There are no forms related to this Policy.
<b>HEADINGS</b>	Objective Definitions Policy <ul style="list-style-type: none"> <li>1. Primary Purpose of Systems and Devices</li> <li>2. User Responsibilities</li> <li>3. Personal Use of Communication Systems and Devices</li> <li>4. Use of Personal Communication Systems and Devices</li> <li>5. Workplace Surveillance and Monitoring</li> <li>6. Security and Privacy</li> </ul> Breaches of this Policy Revision/ Modification History Approval Date/ Revision History
<b>PAGES</b>	4



## OBJECTIVE

This policy is to inform Workers engaged by the Trustees of the Roman Catholic Church for the Diocese of Lismore of their obligations and responsibilities when using electronic communication systems and devices for work – related purposes and, in limited circumstances, personal purposes. It also seeks to minimise threats to Diocesan information security and systems and puts users on notice that the Diocese may monitor their use of electronic communication systems and devices.

## DEFINITIONS

**Diocese** means the Roman Catholic Diocese of Lismore and includes without limitation any Diocesan agencies, corporations, entities, parishes, parish corporations and parish entities where the Worker is employed or otherwise engaged.

**Worker** means clergy, religious, employees, board members, contractors, volunteers, work experience students and trainees of the Diocese.

**Electronic Communication Systems** mean, without limitation, email, text messages, online messaging, the Internet and social media.

**Communication Devices** mean, without limitation telephones (mobile, VOIP and otherwise), facsimiles, computers, smart phones and tablets.

## POLICY

### 1. Primary Purpose of Systems and Devices

Diocesan electronic communication systems and communication devices are provided to Workers for business purposes so that they may perform the duties of their position.

### 2. User Responsibilities

When using Diocesan electronic communications systems and communication devices or when using personal electronic communication systems and devices on Diocesan business, Workers are required to:

- 2.1. comply with Diocesan policy including without limitation the Diocesan Code of Conduct, Inappropriate Workplace Behaviour Policy and Social Networking Policy;
- 2.2. not seek out, access or send material that may be considered offensive, obscene, pornographic or illegal (for example accessing child pornography), nor engage in activities like gambling or market speculation while using a Diocesan communication system or device;
- 2.3. not mislead, abuse, vilify, victimise, defame, harass, bully, threaten, intimidate or discriminate others through electronic communication systems and devices;
- 2.4. not assist others through electronic communication systems and devices to discriminate, harass, victimise or vilify colleagues or any members of the public, or otherwise breach Diocesan policy;
- 2.5. not infringe Copyright or other intellectual property rights, spam, forward chain, junk mail, transmit offensive jokes, access chat rooms, download video files or livestream from the Internet using Diocesan communication systems and devices (unless part of approved work-related duties);
- 2.6. where a genuine work-related reason exists that requires a Worker to access sites, material, or download data that would normally be considered inappropriate, the Worker is required to:
  - (a) obtain written approval from the Diocesan Business Manager or relevant Head of Diocesan Agency or entity prior to accessing the information;
  - (b) access the information in a private and secure location; and
  - (c) maintain a record of the access and the approval to access the restricted site or material.

- 2.7. where a data breach or suspected data breach has occurred comply with the data breach provisions of the Diocesan Privacy Policy; and
- 2.8. when using Diocesan email, identify their Diocesan position and include the following disclaimer:

*The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee, any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Views expressed are those of the individual sender, and not necessarily those of the Diocese of Lismore, NSW Australia. If you received this e-mail message in error, please immediately notify the sender and delete the message from your computer. Finally, the recipient should check this email and any attachments for the presence of viruses. No liability is accepted for any damage caused by any virus transmitted by this email.*

### **3. Personal use of Communication Systems and Devices**

The Diocese permits its Workers minimal use of its electronic communication systems and devices, subject to the Worker:

- 3.1. keeping personal use to a minimum and not allowing personal use to interfere with the effective and efficient performance of their duties, including without limitation, ensuring that they do not spend excessive periods of time using the communication systems and devices for personal use, download excessive data or livestream data that is unrelated to their work;
- 3.2. accepting that in pursuing personal use of Diocesan electronic communication systems and devices, that information stored or processed through Diocesan communications systems and devices remains the property of the Diocese;
- 3.3. ensuring that any personal use is compliant with Diocesan policy;
- 3.4. immediately complying with any direction to cease the personal use; and
- 3.5. acknowledging that in using Diocesan communication systems and devices for private use, that the communications or information are not private, and the Worker will not enjoy the same personal privacy protection that they might enjoy if they were using private communication systems or devices for their personal use.

### **4. Use of Personal Communications Systems and Devices**

Workers must not use personally-owned communication systems or devices for work related purposes unless:

- 4.1. the Worker has the prior authorisation to do so from the Diocese; and
- 4.2. the Workers complies with Diocesan policy including without limitation this policy when using the personally owned communication system or device for work-related purposes.

### **5. Workplace Surveillance and Monitoring**

The Diocese regularly monitors and may:

- 5.1. copy, access or disclose information or files stored, processed or transmitted on its electronic communication systems and devices, including but not limited to, internal or external communications, documents stored on the network, Internet usage, duration and site visits;
- 5.2. copy, access and remove Diocesan property including without limitation Diocesan emails, electronic files, documents and records from personal electronic communication devices used by the Worker for Diocesan business;
- 5.3. monitor systems and devices outside of regular business hours;
- 5.4. monitor personal communications where the communication is through Diocesan communication systems and/or devices; and
- 5.5. remove any material from its communication systems and devices without notice to the Worker.

## 6. Security and Privacy

To minimise security and privacy breaches, Workers are required when using Diocesan electronic communication systems and devices, or personal electronic communication systems and devices for work-related purposes, to:

- (a) not disclose their username and password and not permit another person to use their username or password;
- (b) take reasonable steps to protect personal information from misuse and unauthorised access consistent with privacy legislation and the Diocesan Privacy Policy;
- (c) lock their device screen or log-out when they leave their device unattended;
- (d) use the Blind Copy (bcc) option when sending emails to multiple recipients where disclosure of email addresses impinges upon the privacy of recipients;
- (e) ensure that confidential conversations on mobile devices do not take place in public places or where persons who would not normally be privy to the content of the conversation may overhear.

### BREACHES OF THIS POLICY

Breaching this Policy may result in disciplinary action, which may include the termination of employment or engagement and, notification to external agencies including without limitation professional standards associations, regulatory agencies and police.

### REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
1 May 2020	1	Acceptable Use of Electronic Communications Systems (Including Email) and Devices Policy	Initial Policy	15 June 2020	1 July 2020

### APPROVAL DATE/ REVISION HISTORY

Approved by: Bishop Gregory Homeming

Date: 15 June 2020

To be revised: 1 July 2023

## Fact Sheet: Use of technology and social media to communicate with children

Be respectful, transparent and responsible when using technology to communicate with children, young people and vulnerable adults. All communication between children and Parish workers, by whatever method, should take place within clear and explicit boundaries and be open to scrutiny.

### Do:

- Where possible, ensure communications with children are via face to face discussions, group communications and other means which are open and transparent;
- Be respectful, polite and considerate;
- Communicate in a way that is consistent with your role at the Parish or agency;
- Identify yourself in your communication and use your own name;
- Respect the privacy of others and ensure that no information is communicated or published that should not be made public.

### Notify inappropriate behaviour

You should immediately contact your Parish Priest (or Administrator), agency head or Safeguarding Office if:

- Any inappropriate comments or images are directed to you by a child;
- You become aware of inappropriate comments or images being exchanged between children;
- You become aware that another employee, volunteer, or religious appointee has broken a rule contained in this document; or
- You become aware of any conduct via technology or social media that is reportable to NSW Police or the Department of Communities and Justice (DCJ).

### Don't:

- Communicate on an individual (one on one) basis via technology or social media (including mobile phone, text messages or email) with any child **unless** you have obtained the **written consent** of that child's parent or guardian;
- Invite or accept invitation to connect from children you have met through the Diocese on your personal social media site, e.g. your personal Facebook page;
- Interact with children on your personal social media site in any way;
- Use derogatory terms or offensive language
- Communicate in a way that undermines your role at the Parish or agency;
- Hide your identity or use a false identity in communications with children;
- Use inappropriate languages and images, e.g. material that is harassing, defamatory, bullying, threatening, sexually explicit, obscene, profane, illegal or otherwise offensive;
- Send and receive images of a particular child or children in individual (one on one) communications with a child **even if** there is written consent from that child's parent or guardian to communicate with them.

Because the safety and wellbeing of children must be our first priority, if a parent or guardian indicates they do not wish their child to be filmed or photographed, or a child indicates he or she does not wish to be filmed or photographed, this request must be respected.

Where children and young people are involved:

- For photography or recording images of children for use by the parish, permission must be sought, signed off by parents/carers, and kept on file. The *Consent to Film and Photograph form* for parents and carers can be found within the Diocesan Social Networking Policy;
- It is advisable that images be taken by accredited persons who wear identification at all times;
- Affirm for adults present that photographs are to be taken only for the purpose of the event/ritual and that Privacy Laws include the protection of images as well as written documents;
- All photographs should be taken in a public setting;
- All children and young people must be appropriately dressed when photographed or recorded;
- Only take and use film and photographs that are relevant to parish or Diocese of Lismore activities;
- Images should be carefully stored with consent attached or cross-referenced. Names, dates and other contextual information should also be stored;
- Images should only be passed onto third parties for their use where this has been agreed as part of the consent process;
- Children and young people whose identity may require protection should not be photographed or recorded;
- Should photographs of children or young people be displayed, their names will not be included without consent;
- Film and photographs should only be displayed or published in the context of official parish or Diocese of Lismore related activities or platforms and should not be disseminated more broadly. For example, you must not publish a film or photograph of a child taken at a parish or Diocese of Lismore related activity on your personal social media account;
- If you intend to reproduce the film or photograph on social media, you must adhere to the *Diocesan Social Networking Policy*;
- If the film or photograph is published on social media, it is best practice not to 'tag' a child or young person's social media account; and
- Provide details for parents or other persons on who to contact if they have concerns about the use of a particular film or photograph. If you receive a request to remove an image, you must do so immediately.



## Diocesan Film and Photography Guidelines

Parishioners have long enjoyed photographing their children's progress and activities within parish life and at Church. It's equally as important that children and young people feel happy with their achievements and have photographs and films of their special moments. Today this often includes sharing the images online and on social media. When other children in the background are identifiable, there can be concerns if their parents/carers have not given permission and the images become public. Some parents and carers may have general privacy concerns about images of their children being posted without their consent, or in some cases, there can be very real legal and safety concerns which could put a child, or family concerned, at risk if an image is made public online.

### Privacy obligations

Under the Privacy Act, parishes must obtain consent from parents/carers before photographing or filming images of children for online use. Parishes with knowledge of personal information concerning children who cannot be identified publically for legal or other reasons generally may not disclose such information. The *Consent to Film and Photograph form* for parents and carers can be found within the Diocesan Social Networking Policy.

### What can Parishes do?

Discussion of respectful and safe photography practices can be integrated as part of parish life and activities.

It is important that parishes make it clear to all in attendance that taking a photograph can be construed as obtaining personal information and therefore should be treated as any other item of personal and confidential information. Attendees are to be encouraged to use sensitivity when taking photographs and to confirm with the parents of children other than their own that they are comfortable to have their child included in photographs taken by someone other than their own family members. A similar courtesy should also be extended to adults who may be included in the photographs.

Additionally, where a parish considers it appropriate, it may restrict photography on its premises by setting conditions of entry. Where such restrictions are used they should be clear, tailored, publicised and capable of enforcement. For example, there may be a general parish policy in regard to sacraments that says '*No photography or recording is permitted during sacraments without the express permission of the parish priest or administrator*' may be promulgated. When restriction is notified, failure to comply may result in exclusion from parish premises or activities.

### Good practice guidelines

Workers are encouraged to observe the following practice guidelines, which have been adopted to keep children, young people and the community safe, and to ensure respectful practices concerning the use of photography/video recordings. The guidelines are to be read in conjunction with the Diocesan *Social Networking Policy*.

Exemptions to consent:

Please do **not** share an image or recording in which I, or the child/children listed above, appear:

- On social media such as Facebook or Instagram
- On a website
- In a printed form such as a newsletter
- Other .....