

Loreto Sisters

Code of Conduct

All Loreto personnel must comply with the following:

Always treat children, young people and other adults equally, with courtesy, respect and dignity.

1. Develop a culture of openness, honesty and safety.
2. Be a model of positive and appropriate behaviour to children, young people and other adults.
3. Engage with young people in an open and transparent manner and take care not to show favouritism.
4. Develop a culture where children and young people have permission to tell and talk about any concerns or worries they may have and to help them know what they can do if they have a problem.
5. Respect children and young people's boundaries and support them to develop their own sense and understanding of their rights.
6. Be aware of the Loreto Sister's policy on safeguarding and of your own responsibility to safeguard children and young people.
7. Challenge and report abusive and potentially abusive behaviour.
8. Inappropriate use of videos, DVDs, cameras, land lines, mobile and picture mobile phones will not be allowed during church activities. Mobile phones will be kept on silent or turned off during church activities. Procedures for the use of technology e.g. internet, texting, emailing, webcam, photography and CCTV must be followed.

Adults must never:

- Never consume alcohol, smoke or take non-prescriptive drugs in the presence of children or young people or while having responsibility for them.
- Never undertake any task of a personal nature with or for children or young people except in cases of medical necessity when their welfare depends on it.
- Never use bad language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Never engage in rough play or infringe on personal boundaries whereby physical integrity is compromised.
- Refrain from inappropriate use or damage to property and treat property with respect.
- Act in any way that may be abusive or may place a child at risk of abuse.
- Develop relationships with children that could in any way be deemed exploitative or abusive.
- Develop sexual relationships with children.
- Hit or otherwise physically assault or abuse children.
- Condone or participate in behaviour that is illegal, unsafe or abusive.
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade.

In general, it is inappropriate to:

- Take children away or to your own home, especially where they will be alone with you.
- Involve children in one-to-one contact; activities should usually be supervised by at least two adults. However, there may be two circumstances where this may occur:
 1. In a reactive situation, for example when a child requests a one-to-one meeting with you without warning, or where a child has had to be removed from a group as part of a code of behaviour.
 2. As part of a planned structured piece of work (for example one-to-one music tuition).

'Church personnel' - is anyone working on behalf of the Loreto Sisters, either in a voluntary or paid position.

This code of conduct will be reviewed periodically.

