



Congregation of the Passion of Jesus Christ

HOLY SPIRIT PROVINCE

Australia, New Zealand, Papua New Guinea, Vietnam

CODE OF CONDUCT

1 March 2025

Holy Spirit Province Code of Conduct

In November 2023, The Australian Bishops Conference published '*Integrity in our Common Mission*'. In the introduction, the Bishops reflected: "We are all called by virtue of our vocation to reflect the presence of Jesus in every aspect of life, thus shaping the world in the image and love of God. Accordingly, the formation and guidance of those engaged in the ministry and service of their brothers and sisters must have as its aim the quality of the personal conduct, behaviour and self-awareness of these servants of the Good News.

Through the specific duties and responsibilities all Province personnel along with other members of the Church, contribute to the building of the Reign of God. This takes expression in many forms: through the sacramental life of the Church, in prayer, through missionary outreach to the poor, sick, disadvantaged and vulnerable, in parish communities, and in so many other ways.

The document '*Integrity in Our Common Mission*' has been developed as the primary code of conduct for clergy, religious and laity. Its principles have been developed to guide, form, strengthen and affirm those behaviours which are expected of all engaged in the ministries of the Church: in parish and sacramental life, education, health and community services, pastoral care, social welfare support and the variety of other ministries to which people of faith are called.

Integrity in Our Common Mission provides a framework which can be applied to the variety of settings, experiences, relationships and pastoral engagements in daily ministry. This code of conduct is a living resource that will form a culture of quality and excellence that directs, guides and strengthens our shared mission.

The code acknowledges our responsibility think and act in the best interests of children, and adults who are at risk, value the culture and safety of all, speak out when actions, behaviours, language, or environments may cause harm, embed effective safeguarding policies and practices at all levels of governance and leadership, ensure safeguarding resources are easily available and reviewed regularly, and meet all mandatory reporting and record-keeping requirements.

In committing to positive relationships, we have a responsibility to acknowledge our own vulnerability and power in any relationship, promote the autonomy and voice of others; clarify the nature of personal and professional relationships; understand and maintain physical, sexual, emotional, and psychological boundaries; report boundary violations to the relevant safeguarding authority; only act within and not beyond an area of expertise; and accept full responsibility for any real or perceived abuse of power.

We have a **responsibility of stewardship** to use resources ethically and sustainably; to administer open and transparent financial and operational systems; to respect confidential information; to seek external, independent expertise, and to identify and declare potential conflicts of interest.

In committing to lifelong formation, we have a responsibility to: undertake relevant education, training, and development, including in safeguarding, professional standards and interculturality, have professional/pastoral supervision with a registered, independent supervisor if in a ministry role; engage in spiritual direction, or other form of reflective practice, attend to our own spiritual, physical, social, mental, and emotional wellbeing; seek additional professional or personal support as needed; and relate codes of conduct to both personal and professional formation.

History

Holy Spirit Province had our first workshop on 'Integrity in Ministry' (led by Maria Kirkwood) in 2005, established an Advisory Professional Standards Committee in 2010 and created a Professional Standards Policy in 2011. In subsequent years, we have updated this Policy several times, added a Province Safeguarding Policy including a Code of Conduct, and added a Province Risk Management Policy.

Royal Commission

The Final Report of the Australian Royal Commission into Institutional Responses to Child Sexual Abuse (2018) made recommendations relevant to our codes and guidelines. These include:

Recommendation 16.25

The Province supports the instruction of the ACBC and CRA in implementing mandatory standards to ensure that all people in religious or pastoral ministry (bishops, provincials, clergy, religious, and lay personnel) undertake mandatory, regular professional development, compulsory components being professional responsibility and boundaries, ethics in ministry, and child safety. They should also undertake mandatory professional/pastoral supervision; and undergo regular performance appraisals.

Recommendation 16.29

Codes of conduct in religious institutions should explicitly and equally apply to people in religious ministry and to lay people.

Recommendation 16.50

Consistent with Child Safe Standard 7, each religious institution should require all people in religious ministry, leaders, members of boards, councils and other governing bodies, employees, relevant contractors and volunteers to undergo initial and periodic training on its code of conduct and become familiar with the relevant legislation.

This training should include: what kinds of allegations or complaints relating to child sexual abuse should be reported and to whom; identifying inappropriate behaviour which may be a precursor to abuse, including grooming; recognising physical and behavioural indicators of child sexual abuse; and that all complaints relating to child sexual abuse must be taken seriously, regardless of the perceived severity of the behaviour

National Catholic Safeguarding Standards

In 2019, 10 *National Catholic Safeguarding Standards* (NCSS) were published. The first version focused on safeguarding practices to protect children.

The second version incorporates care and protection of adults, with a focus on adults at risk. The NCSS outline the policies and activities that prevent, respond to and support reporting of concerns regarding abuse. The Standards work together to ensure that every entity, ministry and organisation across the Catholic Church places the safety of children and adults at risk with the utmost significance for how they plan, think and act. Consistent with NCSS 10, the Standards are to be regularly reviewed to ensure the integration of potentially new applicable standards or a changed emphasis in existing standards.

National Response Protocol

In 2020 the Bishops Conference adopted the National Response Protocol (NRP) outlining principles and procedures to offer a consistent response to children and adults who have been subjected to abuse by Church personnel. It came into effect for all dioceses and Bishops Conference member entities from 1 February 2021.

In May 2022, the Bishops Conference adopted a second version of the NRP to include abuse against vulnerable adults. This was underscored by The National Response Framework developed by the Australian Catholic Bishops Conference, Catholic Religious Australia (CRA) and the Association of Ministerial Public Juridic Persons (AMPJP), which details those principles Church entities are to assume, so as to ensure a consistent and appropriate response to allegations or concerns about children and adults who have or may have been abused by a person working for, or engaged, by a Church entity.

Code of Canon Law

In the meantime, changes to Book VI of the *Code of Canon Law*, titled “Penal Sanctions in the Church”, took effect on 8 December 2021. In *Pascite Gregem Dei*, the Apostolic Constitution announcing revisions to 63 of the book’s 89 canons, Pope Francis wrote that the process of revision sought “to determine new needs, to identify the limitations and flaws of the current legislation, and to indicate possible clear and simple solutions”.

Our Common Mission

In November 2022, the ACBC, CRA and AMPJP adopted *Our Common Mission* as a national framework for ministry and service in the Church in Australia. This prefaces the National Code of Conduct, which updates and integrates the earlier work of *Integrity in Ministry* and *Integrity in the Service of the Church*.

National Code of Conduct – Integrity in Our Common Mission

Integrity in our Common Mission is a National Code of Conduct for those exercising pastoral ministry in the dioceses of the Catholic Church in Australia: bishops, priests, deacons, seminarians, religious and lay men and lay women who are exercising a pastoral ministry in the name of the diocese, its parishes and agencies. This pastoral ministry may be by appointment or may be exercised in a voluntary capacity.

Any Province personnel who perform pastoral work at the request of, or under the ultimate supervision of, a diocesan bishop must comply with the National Code of Conduct. Province personnel are also subject to specific codes of conduct determined by the Provincial.

This Holy Spirit Province Code of Conduct is informed by and reflects the Australian National Catholic Safeguarding Standards. Those National standards are always applicable and are not intended to be reduced or modified by the Province Code of Conduct. Signing the Province Code indicates that an individual is familiar with the relevant Safeguarding legislation as expressed in this document.

The Province Code

Throughout this code, reference is made to safeguarding children, young people and adults at risk from abuse and harm in any environment in which Province personnel are engaged. These personnel include those we regard as belonging to the Passionist Family (professed members, those in formation, employees, Companions and volunteers).

Our code forbids child abuse and harm; seeks to remove and mitigate risks of harm; sets clear behavioural standards for all Passionist personnel; seeks to create a safe culture that encourages engagement and empowerment of children, young people and adults at risk, and complies with all relevant legislation including Child Safe Standards.

Scope of this Code

The code of conduct applies in conjunction with the Province Safeguarding and Professional Standards documents and refers to physical and face-to-face contact; telephone or any other oral or written form of communication, including email, “texting” or other electronic communication, social media etc. The code applies regardless of location or time, and is fully considerate of a child or young person’s age or consent, the consent of a parent, carer and/or family member and the circumstances in which a child, young person or adult at risk initiates an interaction or conduct with Province personnel.

Declaration

The Safeguarding Code of Conduct Declaration (‘the declaration’) is included in the Code of Conduct and must be signed by all Province personnel to confirm that they have read and understood the behaviours and conduct expected of them, and agree to comply with the requirements of this code.

If any member of the Province has difficulty with understanding or comprehending this Province Code, they should consult a member of the Passionist leadership team or the Safeguarding and Professional Standards officers for clarity, prior to signing of the Province Code. The declaration will be signed by all personnel upon or before their acknowledged commencement with the Province.

Professed members, those in formation and employees, are required to re-sign the declaration annually from the date that the declaration was originally signed. In addition, professed members, those in formation and employees are required to undertake child safety training annually, which includes training on the Province code. Companions and volunteers are required to undertake training every three years.

Required and prohibited behaviours

The safety and wellbeing of children, young people and adults at risk, is everyone's responsibility. Province personnel must be committed to upholding duty of care and taking all reasonable steps to safeguard their health and wellbeing and protect them from all forms of abuse and harm. We must consider safeguarding in its broadest sense, to include work, health and safety issues, especially in regard to the aged and all vulnerable persons.

Professed members, those in formation, Companions, employees and volunteers should avoid one-to-one, unsupervised situations with children, young people and adults at risk. Activities and/or discussions with them are to be conducted in view of others.

The National Code of Conduct and our own Province policies outline the demands for mandatory reporting, the detail of record keeping requirements, and the need for Safeguarding resources to be reviewed regularly.

Keeping every vulnerable person safe from abuse and harm

Province personnel will:

- uphold the Province commitment to the safety of children, young people and adults at risk at all times, promote their safety, and comply with the Province safeguarding documents at all times.
- demonstrate appropriate personal and professional boundaries, use respectful behaviours, language and tone when communicating or interacting, consider the diverse background and needs and promote the human rights, safety and wellbeing of children, young people and adults at risk.
- create an environment that is welcoming and inclusive and actively encourage and support participation and empowerment.
- listen and respond to concerns especially if they disclose that they or another child has been abused or harmed, or that they are worried about their safety or the safety of another child or young person.
- use appropriate language and tone in communicating with children and young people, which can affirm, support and encourage them to build their self-confidence
- provide an open, safe and supportive environment for them to interact and socialise, where the importance of friendship is recognised and valued
- respond swiftly and in a child-focused manner to concerns, complaints, disclosures, reports or risks of abuse and harm in accordance with the Safeguarding Children and Young People (SCYP) Reporting Procedure

If Province personnel have genuine and immediate concerns for a child or young person they should comply with the Australian and New Government disclosure legislation and contact the Police on 000 and in PNG Vietnam report to the proper designated authorities.

2. Behaviour towards children, young people and vulnerable adults that is always wrong

Province personnel will not engage in behaviour with or in the presence of a child, young person or adult at risk that:

- constitutes physical, emotional or psychological harm or neglect
- constitutes any form of sexual abuse or sexual misconduct which encompasses the entire range of actions that would reasonably be considered to be sexual in nature,
- constitutes grooming and is designed to engage in sexual activity (e.g. favouritism, gift giving, 'secret' contact, roughhousing, excessive affection or attempting to be alone with a child, young person or vulnerable adult.
- involves contact such as engaging in sexual intercourse, kissing, fondling or sexual penetration, exploiting a child through prostitution or producing child abuse material
- involves flirting, engaging in sexually explicit discussion, making sexual innuendos, inappropriate text messaging, inappropriate photography, inappropriate online content or exposure to pornography or nudity
- involves sexually suggestive comments, sharing material or publications of a sexual nature, engaging in communication of a sexual nature or making sexual jokes, either in person or online
- involves open discussions of a mature or adult nature or inappropriate conversations in their presence or online
- involves meeting outside of the Province environment
- involves physical punishment or degrading, cruel, frightening or humiliating treatment
- involves inappropriate comments (e.g. making a comment about weight, intelligence, family situation or sexual orientation)
- involves profanity (e.g. swearing) and/or intentionally or unintentionally using language that harms, discourages, frightens, threatens or humiliates or using a tone of voice that could impact on confidence and sense of safety
- involves any criminal offence against, with or in their presence including but not limited to sexual offences
- involves possessing, accessing, soliciting, transmitting or producing child abuse material.
- is racist or discriminatory conduct or behaviour against, with or in their presence
- is derogatory, belittling or negative language, including name-calling

3. Physical contact with children, young people and vulnerable adults

Creating a child safe environment does not mean having no physical contact with children, young people and vulnerable adults. When working with them, appropriate and non-intrusive physical contact may occur (e.g. while playing sport, holding a baby at playgroup, providing first aid, or holding hands in a prayer activity).

While it is impossible to describe every possible instance of appropriate and inappropriate physical contact, the following principles help to define contact what is appropriate.

Province personnel will:

- ensure that physical contact is appropriate, non-intrusive and never sexual in nature and is in accordance with this code. Personnel may engage in physical contact that is non-intrusive and deemed by a reasonable person, to be appropriate in the context.
- initiate contact in response to obvious needs: (e.g. picking up a child who has fallen over, assisting with first aid when a child is hurt or comforting a distressed child, always if possible in the company of another adult.
- explain what they intend to do when engaging in physical contact, seek permission prior to any contact and remember that consent may be withdrawn at any stage of the physical contact
- respect signs that a child is uncomfortable with physical contact or has withdrawn consent from physical contact (e.g. a moving away, averting their eyes or showing distress)
- respect cultural sensitivities specific to physical contact. Cultural practices and norms in relation to comfort or discomfort with physical contact vary significantly, and require exploration
- respect those with a disability (e.g. respect the independence of a young person who has a disability by asking whether they would like assistance and/or enquiring from a relevant caregiver).
- Ensure that if working as care-givers for those with disabilities (especially in Vietnam and PNG) that when undertaking wound treatment or showering, they are never alone with the person, nor ever engaged in filming or taking photos of the individuals for whom they are providing care for any purpose.

Province personnel will not engage in any physical contact that:

- is intended to cause a child or young person distress or harm, which may be, but is not limited to, contact to personal parts of the body (except if they are the only person who can give mouth-to-mouth resuscitation in an emergency)
- is initiated to meet their own needs (e.g. hugging)
- would appear to a reasonable observer to be sexual in nature
- involves roughhousing, wrestling, massage, horseplay or tickling
- is against a child or young person's wishes or consent
- is in relation to personal care, a child, young person or vulnerable adult does not require assistance with (e.g. toileting, dressing, showering)
- occurs in private.

4. Creating a physically and psychologically safe environment for children, young people and vulnerable adults

Province personnel will:

- ensure that children and young people are never alone with Province personnel, in accordance with this code. All activities, discussions, transportation and interactions including face-to-face and online interactions must be conducted in view of others or with another adult present.

- ensure that children and young people are appropriately supervised at all times and recognise that additional supervision may be required for those who are vulnerable for whatever reason (e.g. young, immature, unaware of the effects of their actions, have suffered harm in the past)
- use fair, respectful and developmentally appropriate strategies to guide behaviour in a positive manner, provide clear directions and offer the opportunity to redirect their behaviour in a positive manner
- communicate and collaborate with parents or carers if a vulnerable child or adult continues to behave in a challenging manner and/or is putting themselves or another person at risk
- act to remove and/or minimise any physical or environmental risks that could adversely impact children and young people
- provide a healthy, smoke-free environment for children and young people (including free of vapes or e-cigarettes)

Province personnel will immediately notify the Provincial if a professed member, person in formation, employee, Companion or volunteer:

- is charged with or convicted of a criminal offence
- is charged with or convicted of a criminal offence related to children or family violence
- becomes the subject of any investigation in relation to their conduct towards children, including investigations by police, a government regulator or other independent investigator
- is named as a respondent in a family violence or personal safety intervention order.

Province personnel will not:

- be alone with a child or young person, either face to face or online
- use social media and digital communication in a manner that exploits children, young people or adults at risk or places them at risk
- consume alcohol or illicit drugs before or while engaging in the care of children, young people or adults at risk, or be adversely affected by prescription medication
- supply alcohol or drugs to children, young people or vulnerable adults.

Note: Supplying alcohol or illegal drugs to children and young people is illegal and is strictly prohibited.

5. Photographs, videos and recordings related to children, young people and vulnerable adults

It is necessary to ensure that any photographs, video or recording of children, young people or adults at risk, is taken only for an entity purpose and with appropriate permission. As part of the consent process, parents or carers must be informed about how photographs or videos are to be used (e.g. website, noticeboard, newsletter) and where they are likely to be published. Parents or carers have a right to refuse photographs being taken, and these requests must be respected. If necessary, requests should be made in writing.

Province personnel will:

- respect the parent or carer's decision not to participate. There are valid and compelling reasons why permission may not be granted (e.g. child custody, family violence and/or child protection matters may prevent a child or young person from being photographed to preserve their safety)
 - ensure there is an opportunity to freely consent to participate in the photography or video either by the child, young person, vulnerable adult or their parent or guardian.
 - Only take photographs or video in the presence of other suitable persons
 - ensure the child, young person or vulnerable adult are appropriately dressed and posed
 - ensure that the content of the photograph or video is appropriate and not offensive (e.g. not sexual, racist, violent, threatening or demeaning)
 - download and transfer the photograph, video or recording to the appropriate entity, storage device or computer drive as soon as practicable and then delete it from personal equipment.
 - Create an environment whereby requests for photos are made to the correct persons and a refusal or denial of permission to take photos is fully respected.
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- **Province personnel will not**
 - take photographs, videos or recordings when they are alone or in secret
 - keep photographs, videos or recordings on their personal devices or for personal use
 - take photographs, videos or recordings without the consent of a parent or carer.
 - publish a photograph, video or recording of a child if there is a risk that the child or young person may be stigmatised through public association.
 - publish information about the person that may identify them, such as their full name, age, email address, telephone number, residence, school, parish or details of a club or group they may attend.

6. The use of electronic communication, including online communication and social media in relation to children, young people and adults at risk

Province personnel will not use any private communication channels (e.g. a personal email or social media account) to communicate with children or young people for ministry or entity purposes.

Province personnel will:

- save and keep a record of all communication
- set up or utilise parish or entity email accounts (e.g. nameofparish@cam.org.au) and communicate using parish or entity devices, if available (e.g. mobile phone)
- communicate with the group rather than an individual, and copy-in parents, carers and other relevant parties (e.g. a programme coordinator) in emails
- restrict communication to issues directly associated with delivering an activity or programme and communicate through specific group pages set up in social media platforms (and include parents and carers in this group)
- limit personal content in conveying a message

- avoid any communication, including texts, photographs, video, website links or jokes, that a reasonable observer could view as being of a sexual nature, derogatory, discriminatory, racist, threatening, illegal or obscene
- make a clear distinction between social communication where a pre-existing social relationship exists (e.g. relative, friend) and communication for the purposes of parish, or entity programmes, activities or events.

Province personnel will not:

- under any circumstances request that any communication be kept secret
- use communication to arrange secret contact with a child or young person outside the boundaries of a programme or activity
- encourage children and young people to communicate in private online settings (e.g. chat rooms, game sites or via any other channel) that is not authorised by the parish, or entity
- include information (person's mobile phone number) that could reasonably be used by a third party to identify or make contact

Perpetrators of child sexual abuse may use their role to befriend children and young people via electronic communication and to facilitate contact outside of the supervisory structures of the parish or entity programme, activity or event. Such behaviour may constitute grooming and be a criminal offence.

7. Support for cultural safety and inclusion for children, young people and adults at risk

Province personnel will:

- promote the safety, participation and empowerment of children and young people
- support the inclusion of children and young people with a disability, those from culturally and linguistically diverse backgrounds, those who are of diverse sexuality, and Aboriginal and Torres Strait Islander children and young people
- comply with the Safeguarding Children and Young People Antidiscrimination and Racism Policy at all times.

Province personnel will not:

- use prejudicial, oppressive, sexist or inappropriate behaviour or language towards, in the presence of or in connection with any child or young person.
- discriminate against any child or young person based on any protected attribute, including but not limited to culture, race, ethnicity, religion, gender, age, living circumstances, sexuality or disability

8. Promoting respectful relationships among children, young people and adults at risk

Province personnel will:

- engage in positive and respectful interactions that uphold rights and dignity
- listen to and respect the views of children and young people.
- Respect the confidentiality with which they are entrusted

- **Province personnel will not:**
- engage in any behaviour that may be seen as
- show favouritism or become friends with, connect with, follow or add any children or young people on any social media platform or have contact with any child or young person through social media
- drive a child or young person in their car unless they have prior written consent of a parent or carer, and another adult is present during transportation
- exchange personal contact details with a child or young person with the purpose of facilitating later contact unrelated to their role in the parish or entity

9. Taking action to safeguard children and young people

Province personnel will:

- listen to and respond supportively to the concerns of children and young people in relation to their safety
- swiftly report any allegations of child abuse or child safety concerns in accordance with the National Reporting Procedures and ensure that all legal obligations for external reporting are met (including external reports to police, the Department of Families, Fairness and Housing and the Commission for Children and Young People)
- cooperate with any ecclesial or government or regulatory authority child safety investigation as required
- respect the confidentiality and privacy of children and young people and act in accordance with Province Professional Standards Policy (page 5).

Province personnel will not:

- breach this code or the standards in the Province Safeguarding documents
- instruct or encourage another person to breach this code or the safeguarding documents
- ignore or disregard any suspect or disclosed reports of child abuse or harm
- discourage any person from reporting a complaint, concern or risk relating to child safety or wellbeing, including reports of child abuse and harm.

It is essential that Province personnel engage in appropriate conduct at all times to ensure that children and young people are protected from child abuse and harm.

10. Finance

Providing money or buying gifts to an individual child or young person can be construed as grooming behaviour. If a child, young person or adult at risk requires financial or material aid, Province personnel are to discuss this request with relevant persons within the parish or entity (or an immediate supervisor) and provide an appropriate parish or entity response. Providing financial or material aid is not the responsibility or right, of any individual member of the Province.

Individual responsibility

The Province is insistent on transparency and accountability in all matters, including financial affairs. Money must not be borrowed or misappropriated from accounts.

Own local communities depend on each religious: on their work and their talents, to live Passionist life and mission. Stipends and donations are destined for the community, which depends on them to satisfy the basic needs of all the members, for the life and works of the community.

Our customs and traditions vary with regard to providing access to money for personal needs. Everything be done transparently and responsibly. It is not permitted to hide or set aside financial resources, without the knowledge of his Superiors.

Everything which a religious acquires belongs to the Congregation. Behind the temptation to acquire money and material possessions for oneself alone lies a fear of being without, and the need to keep one's own destiny under control. This is contrary to our vow of poverty. We strive for equity and justice towards all in meeting our financial obligations. No one can claim as his own any monies acquired by his personal initiative and independently of his work within the community .

Each professed member and those in formation, should maintain a correct use of material possessions, avoiding waste and the neglect of material goods; witness to community equity and avoid any form of luxury, or accumulation of material goods.

Province personnel, especially professed members, must avoid misusing their cultural status to solicit or encourage others to provide money or gifts for themselves. They should only do this for their community with the permission of the Provincial or Local community leader. Professed members should refuse gifts, rewards or benefits which could compromise the integrity of their role.

Province personnel must be prudent when giving of gifts or benefits from Province funds, and consult the appropriate authority before doing so. The good example and witness to our vow of poverty, must be one element of consideration.

A Community Leader should not also discharge the duties of the Econome and there should be rotated terms for the duties of the Econome, so that there is an appropriate turn-over of persons in this sensitive work.

Vulnerable at risk individuals

We are becoming increasingly aware of individuals who are vulnerable and at risk, apart from those who are younger than eighteen. Persons may be a danger to themselves owing to a medical, mental health or physical condition. They may be socially alienated, dependant on others, unable to take care of themselves or unable to protect themselves against harm or exploitation. People who do not have the local language, have low levels of literacy or lack physical or intellectual functioning, are vulnerable and at risk.

Vulnerable people can be encountered in many ministerial encounters including school and young adult retreats, pastoral counselling, adult retreat days where personal sharing is a

component and personal crises might be identified and shared. Our responsibility to these persons is profound and includes fully respecting confidentiality that is shared and avoiding and preventing any kind of gossip.

A child, young person or adult at risk must have the power to choose and to make known her or his preference with regard to physical contact. It is not the minister or religious who decides what is an appropriate physical greeting gesture (e.g. hug or kiss). While a classroom scene is not regularly our reality, it can demonstrate how in some situations where we hold the power in determining how people are welcomed or engaged in various settings. This includes welcoming people to Sunday Mass or other liturgical functions. We cannot presume to know how a person wants to be greeted or engaged with at a liturgy, or in a social, or a work setting. We have to allow them to take the initiative and be mindful of our responsibility to make a professional response.

Province members must be guided by public expectations and standards which guard against 'over-familiarity' and require more explicit compliance in public forums. Many of the settings where we minister (e.g. schools, hospitals and nursing homes) have defined policies around 'touching', and we must respond to these public expectations. We must also be mindful of our employees and volunteers as well as our own brothers, many of whom come from environment or cultures where physical expressions of affection are muted.

Breaches of the Code of Conduct

Breaches of this code may result in disciplinary action, including the termination of a person's engagement or employment with the Province. Allegations of misconduct involving children will be managed in accordance with relevant Reportable Conduct Schemes and may be referred to police or other government authority.

Review

The Province welcomes feedback from children, young people, adults at risk, parents, carers, families and the community on how it can improve this policy, the safeguarding documents, risk management and the Province environment to protect children and young people.

This code will be reviewed every two years and after every critical child safety and wellbeing incident.

Code of Conduct Declaration for Safeguarding Children, Young People and Adults at Risk

The completion of the Province Code of Conduct Declaration is a requirement of a person's engagement in Holy Spirit Province. Engagement is not limited to active ministry, but association with the Province as defined (professed, candidate in formation, employee, Companion or volunteer).

The Declaration must be seen in conjunction with the Province Professional Standards, Safeguarding and Risk Management policies. Failure to sign and submit this declaration is a serious matter and may incur disciplinary action.

Professed members, those in formation and employees, are required to undertake training every three years and re-sign the declaration annually from the date that the declaration was originally signed. They are also required to undertake child safety training annually, which includes training on the Province code. Companions and volunteers are required to undertake training every three years and re-sign the declaration annually.



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HOLY SPIRIT PROVINCE

CODE OF CONDUCT DECLARATION

I have read, understood and agree to abide by the Holy Spirit Province Code of Conduct and the related policies nominated above (Professional Standards, Safeguarding and Risk Management) which are available on the Holy Spirit Province Website.

Name: _____

Signature: _____

Date: _____

Address: _____

A copy of this signed declaration is to be sent to Tina Minchilli

Email: risk.manager@passionists.com

Approved by the Province Safeguarding and Professional Standards Advisory Committee (SAPSAC) and recommended for further consultation with all Holy Spirit Province Personnel, 1 September 2024 | Next review of the Code : November 2025