



**ORDER OF MALTA**  
**AUSTRALIAN ASSOCIATION**  
**CODE OF CONDUCT**

This Code of Conduct sets out the standards of conduct and personal behaviour required of Personnel of AASMOM and applies to all Personnel within the AASMOM.

**1. General Conduct**

Whilst employed, engaged or representing AASMOM,

I will:

- Treat all Children, Young People and Vulnerable Adults (“C/YP/VAs”) with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, property, birth or other status.
- Provide a welcoming, inclusive and safe environment for all C/YP/VAs, parents/guardians, AASMOM personnel and other stakeholders of AASMOM.
- Not use physical or humiliating punishment on C/YP/VAs.
- Encourage C/YP/VAs, parents/guardians, AASMOM personnel and other stakeholders of the AASMOM to speak up about issues that affect them.
- Immediately report concerns or allegations for the safety or wellbeing of C/YP/VAs or breach of this Policy and Code of Conduct in accordance with C/YP/VAs Protection Reporting Process.
- Comply with and observe the national and international legislation on safeguarding C/YP/VAs.
- Ensure that, whenever possible, another adult is present when I am working with C/YP/VAs in AASMOM programs or activities.
- Speak with AASMOM about any concerns I have of my involvement in any situation where my words, actions or behaviour may be misinterpreted.
- Speak with AASMOM if I am involved in any situation which would be likely to have a negative impact on the reputation of AASMOM.
- Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my employment/engagement with AASMOM that relates to C/YP/VAs exploitation and abuse.
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass C/YP/VAs or access child exploitation materials through any medium.

- Ensure that parents/guardians of C/YP/VAs involved in research or consultation for AASMOM participate in these activities voluntarily, are well informed of the process and have provided informed consent.

And I will not:

- Use language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with or in the presence of C/YP/VAs.
- Engage in behaviour to shame, humiliate, belittle or degrade C/YP/VAs or otherwise emotionally or psychologically abuse C/YP/VAs, including exposing them to family violence.
- Use social media to contact, access, solicit or befriend a C/YP/VAs involved in AASMOM programs or activities and not place images of those C/YP/VAs on personal social media sites, unless permitted or authorised by AASMOM.
- Condone or participate in behaviour with C/YP/VAs.
- Not spend time with C/YP/VAs involved in AASMOM programs and activities outside programs or activities they are attending unless I live and work in the same community and come together with those children and young people in the context of my family, social and community life. If this is the situation, I will continue to comply with the Policy and Code of Conduct and be a positive role model and mentor for those C/YP/VAs and not discuss private/confidential information concerning them outside any AASMOM's programs or activities.
- Discriminate against or act in favour of particular C/YP/VAs to the exclusion of others.
- Hire C/YP/VAs for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- Do things for C/YP/VAs involved in AASMOM programs or activities of a personal nature that they can do for themselves such as toileting or changing their clothes.
- Sleep in close proximity to C/YP/VAs involved in AASMOM programs or activities that I am working with or in contact with unless it is absolutely necessary and in which case I will keep AASMOM informed and ensure another adult is present, where possible (noting this does not apply to my own children).

## **2. Use of C/YP/VAs' Images**

When photographing or filming C/YP/VAs or using C/YP/VAs images for AASMOM's news- related purposes, I must:

- Assess and endeavour to comply with any restriction for reproducing personal images before photographing or filming C/YP/VAs.
- Obtain informed consent from the parent/guardian of C/YP/VAs before photographing or filming C/YP/VAs. As part of this I must explain how the photograph or film will be used.

- Ensure photographs, films, videos and DVDs present C/YP/VAs in a dignified and respectful manner and not in a vulnerable or submissive manner. Ensure images are honest representations of the context and facts.
- Ensure file labels, meta-data or text descriptions do not reveal identifying information about C/YP/VAs when sending images electronically or publishing images in any form.

### **3. Responding to a report of abuse**

Upon receiving a report of abuse, I must:

- Assure the person making the complaint that they will be taken seriously.
- Listen to what is being said.
  - a. Stay calm.
  - b. Do not probe for detail.
  - c. Empathise but do not jump to conclusions.
  - d. Do not disturb anything that may be evidence.
  - e. Do not promise complete confidentiality but explain that you have a duty to report the concern to somebody.
  - f. Do not attempt to question the alleged abuser.
  - g. Ensure that the person affected is in a safe environment.
  - h. Inform the Safeguarding Focal Point (“SFP”) person appointed in each Region<sup>1</sup>.
  - i. Tell all the facts that you have been told or observed. Try not to give your own interpretation.
  - j. Record accurately details of the report. Include the date and the time of the incident, the people involved and details of any observed injuries, as well as the appearance and behaviour of the victim and what they have said.
  - k. Be prepared to co-operate, as requested, in any reasonable way with the subsequent safeguarding enquiry.
- If the complaint involves any AASMOM personnel, there is a duty to report this concern to the Region’s SFP.
- If I think that someone is being abused or that poor standards of care are making for conditions in which there is a risk of abuse, I have a duty to report this by writing down what it has been witnessed, including dates, times, places and people involved, and make a report to the SGO as soon as possible.

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<sup>1</sup> See section 5 of the Safeguarding Policy Guidelines