



ORDER OF MALTA AUSTRALIA

Safeguarding Children, Young People and Vulnerable Adults Code of Conduct

This Code of Conduct sets out the standards of conduct and personal behaviour required of personnel and other stakeholders of the Australian Association of the Sovereign Military Hospitaller Order of St John of Jerusalem of Rhodes and of Malta (the “Order of Malta” or the “Order”).

1. General Conduct

Whilst employed, engaged or representing Order of Malta,

I will:

- Treat all Children, Young People and Vulnerable Adults (“Children and Vulnerable Persons”) 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 Children and Vulnerable Persons, parents/guardians, the Order of Malta’s personnel and other stakeholders or partners of the Order.
- Not use physical or humiliating punishment on Children and Vulnerable Persons.
- Encourage Children and Vulnerable Persons, parents/guardians, the Order of Malta’s personnel and other stakeholders of the Order to speak up about issues that affect them.
- Immediately report concerns or allegations for the safety or wellbeing of Children and Vulnerable Persons or breach of this Policy and Code of Conduct in accordance with Children and Vulnerable Persons Protection Reporting Process.
- Comply with the national and international legislation on safeguarding Vulnerable People, the relevant requirements of which are referred to in this document.
- Ensure that, whenever possible, another adult is present when I am working with Children and Vulnerable Persons in the Order of Malta’s programs or activities.
- Speak with the Order Malta’s personnel who is supervising the activities I’m volunteering in about any concerns I have of my involvement in any situation where my words, actions or behaviour may be misinterpreted or would be likely to have a negative impact on the reputation of the Order.
- Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my employment/engagement with the Order of Malta that relates to Children and Vulnerable Persons’ exploitation and abuse.
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass Children and Vulnerable Persons or access child exploitation materials through any medium.
- Ensure that parents/guardians of Children and Vulnerable Persons involved in research or consultation for the Order of Malta 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 Children and Vulnerable Persons.

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- Engage in behaviour to shame, humiliate, belittle or degrade Children and Vulnerable Persons or otherwise emotionally or psychologically abuse Children and Vulnerable Persons, including exposing them to family violence.
- Use social media to contact, access, solicit or befriend a Children and Vulnerable Persons involved in the Order of Malta's programs or activities and not place images of those Children and Vulnerable Persons on personal social media sites, unless permitted or authorised by the Order of Malta.
- Spend time with Children and Vulnerable Persons involved in the Order of Malta's 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 Vulnerable Persons 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 Children and Vulnerable Persons and not discuss private/confidential information concerning them outside any the Order's programs or activities.
- Discriminate against or act in favour of particular Children and Vulnerable Persons to the exclusion of others.
- Hire Children and Vulnerable Persons 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 Children and Vulnerable Persons involved in the Order of Malta's 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 Children and Vulnerable Persons involved in the Order of Malta's programs or activities that I am working with or in contact with unless it is absolutely necessary and in which case I will keep the Order informed and ensure another adult is present, where possible (noting this does not apply to my own children).

2. Use of Children and Vulnerable Persons Images

When photographing or filming Children and Vulnerable Persons or using Children and Vulnerable Persons images for the Order of Malta's news- related purposes, I must:

- Assess and endeavour to comply with any restriction for reproducing personal images before photographing or filming Children and Vulnerable Persons.
- Obtain informed consent from the parent/guardian of Children and Vulnerable Persons before photographing or filming them. As part of this I must explain how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present Children and Vulnerable Persons 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 Children and Vulnerable Persons 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.

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- a. Do not promise complete confidentiality but explain that you have a duty to report the concern to somebody.
 - b. Do not attempt to question the alleged abuser.
 - c. Ensure that the person affected is in a safe environment.
 - d. Inform the Safeguarding Focal Point (“SFP”) appointed in each Region.¹
 - e. Tell all the facts that you have been told or observed. Try not to give your own interpretation.
 - f. 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.
 - g. Be prepared to co-operate, as requested, in any reasonable way with the subsequent safeguarding enquiry.
- If the compliant involves any the Order of Malta’s 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.

Safeguarding contacts

Safeguarding Officer (SGO):

- National: Maria Randazzo

Safeguarding Focal Points (SFPs):

- North Eastern Region: Chris McMahon
- South Eastern Region: Timothy Gorton
- Central Eastern Region: Vivian Hardjono
- Northern Central Region: Kiim Parnell
- Central Southern Region: Noel Mifsud
- New Zealand: Bevan Killick

Signature:..... **Date:**.....

Name (printed):.....

Capacity (please check appropriate box):

- Member**
- Employee**
- Volunteer**

1 See section 5 of the Safeguarding Policy Guidelines