

Policies and Procedures

Code of Conduct

Last updated
04/06/2026





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This Code of Conducts outlines the behaviour expected of all persons involved with Grace Christian Church Buderim (GCCB). All persons involved with GCCB **shall**:

Responsibilities

- Welcome all children and adults consistent with God's wish for his people to welcome "the poor, the widow, the orphan and the alien" and Jesus' welcoming of children and those marginalised by his society
- Carry out my role in accord with the doctrines, values, policies and procedures of GCCB at all times
- Conduct myself in a manner consistent with the "Purpose, Mission, Vision and Ethos of WPC" (WPC Book of Church Order (2006))
- Model and foster a commitment to Safe Church practices
- Treat all people with dignity and worth and respect their rights as all are made in the image of God, regardless of race, gender, religion, disability or social status
- Be ethical, considerate, fair, courteous, and honest in all dealings with other people
- Be professional in, and accept responsibility for your actions
- Raise concerns through the appropriate channels and report any breaches in line with GCCB policies
- Refrain from any form of bullying, abuse, harassment, discrimination and victimisation towards others
- Provide a safe environment for the conduct of activities in accordance with any relevant policies and procedures
- Ensure GCCB is an inclusive organisation that is open to all who wish to participate regardless of age, gender, disability, cultural and linguistic background
- Provide a safe and nurturing environment for all at GCCB by actively promoting the principles of equal opportunity, social and cultural safety so that all individuals are treated with respect and dignity
- Respect and protect confidential information obtained through GCCB activities using our reporting guidelines if required
- Maintain a duty of care towards others
- Ensure that any physical contact with others is appropriate to the situation demonstrating personal and professional boundaries
- Report all incidents and injuries as required.

Working with Children

- Act in accordance with GCCB child safety and wellbeing policies and procedures at all times including confidentiality of information and reporting requirements
- Behave respectfully, courteously and ethically towards children and their families and towards other staff with transparency in my actions and communications
- Take responsibility to ensure I am accountable and not place myself in a position where there is a risk of an allegation being made
- Ensure all conversations with children are held in a public space and in line of sight of others in a position of authority
- Promote the human rights, safety and wellbeing of all children at GCCB
- Consider and respect the diverse backgrounds and needs of children

- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families
- Involve children in making decisions about activities, policies and processes that concern them
- Contribute, where appropriate, to GCCB policies, discussions, learning and reviews about child safety and wellbeing
- Identify and mitigate risks to children's safety and wellbeing as required by GCCB risk assessment and management policy or process
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well
- Respond to any concerns or complaints of child harm or abuse promptly and in line with GCCB policy and procedure for receiving and responding to complaints
- Report all suspected or disclosed child harm or abuse as required by GCCB and legislation including child abuse, a child at risk of significant harm, sexual misconduct, contact that breaches this Code of Conduct and other reportable conduct defined in state law
- Comply with GCCB protocols on communicating with children including electronically
- Comply with legislative and GCCB requirements on record keeping and information sharing.

Actions that I will not do

- Engage in any unlawful activity with or in relation to a child
- Engage in behaviour that will shame, constitute sexual harassment, degrade or vilify someone
- Engage in any activity that is likely to physically, sexually or emotionally harm a child
- Be alone or unaccompanied at any time with a child
- Practise any behaviour that could be considered to be coercion or grooming
- Condone, practise or participate in bullying behaviour of an adult or child
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to GCCB activities
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by GCCB's reporting policies and procedures
- Post on social media any photos of adults without their permission and, in the case of a child, without the permission of their parents/caregivers/guardians
- Transmit, retrieve or store any communication that is discriminatory, harassing or derogatory to any individual or group
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material
- Work with children while under the influence of alcohol or prohibited drugs
- Send any electronic communications that attempt to hide the identity of the sender or represent the sender as someone else
- Ignore or disregard any suspected or disclosed circumstances of child harm or abuse.

If I feel this Code of Conduct has been breached, I will

- As soon as possible, report any concerns to the Ministry Coordinator or Minister including an incident report form
- Follow GCCB's policies and procedure for receiving and responding to complaints or concerns

Agreement

I agree that I am responsible for my own actions and will utilise my training and understanding to uphold the Safe Church principles, avoid actions and behaviours that could be in breach of this Code of Conduct, GCCB Policies and Procedures and the Purpose, Mission, Vision and Ethos of WPC.

I agree that I must abide by this Code of Conduct.

I, _____ (name) acknowledge that I have read and understood this Code of Conduct. I understand that disciplinary measures and legal steps will be taken if I am found to have breached this Code of Conduct. I understand that the elders of this church and/or the WPC Professional Standards Unity may have to inform other authorities in a confidential manner to meet obligations under Australian law and community expectations.

Name _____ Signature _____ Date _____

Witness Name _____ Signature _____ Date _____

Schedule 1 - Definitions

Word	Definition
Child/Children	A person or persons who is or who are, younger than 18 years of age
Child Safety	The preservation and protection of children's safety, wellbeing and cultural safety with obligations under the Child Protection Act 1999 and/or the Criminal Code Act 1899 and Queensland government laws and regulations
Position of authority	Within GCCB includes all elders, deacons, licentiates, volunteer leaders (including bible home study) and paid employees including anyone working with children including those who are inactive or emeritus, missionaries in any capacity
Bullying	Is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Single incidents, conflict whether in person or online, are not defined as bullying
Child abuse	Includes any neglect, emotional ill-treatment, physical abuse, sexual abuse or commercial or other exploitation resulting in actual or potential harm to a child's health, survival, development or dignity
Coercion or grooming	Any physical or psychological actions intrinsic to initiating or hiding abusive behaviour, which involves the manipulative cultivation of relationships with vulnerable adults, children, their carers or others in authority
GCCB	Westminster Presbyterian Church Buderim Inc trading as Grace Christian Church Buderim. 2-4 Torral Drive Buderim Q 4556.
Incident	An instance of something happening, an event or occurrence
Incident Report Form	As per Safe Church Practices/Principles in regard to GCCB policies and procedures
Safe Church Practices/Principles	Apply a comprehensive, proactive approach to creating a secure, respectful and caring environment ensuring the physical, emotional, and spiritual safety of everyone, particularly children and vulnerable people. Implementing all relevant GCCB policies and procedures
Sexual Harassment	Is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a child or adult feel offended, humiliated or intimidated, where a reasonable person would anticipate that reaction in the circumstances (as per Australian Human Rights Commission). Our understanding of the above definition means that anyone in a position of authority is committed to avoiding

	• any jokes containing sexual references or innuendo in any form of communication • any form of sexually explicit or suggestive visual material including but not limited to pornography of any kind • physical contact of any kind that is inappropriate, uncomfortable, confusing or culturally inappropriate • use of social media or participation in social media where the person in a position of authority could be seen to support what is said or represented.
Sexual Misconduct	Covers a range of inappropriate behaviours including sexualised behaviour, sexual exploitation, sexual harassment, sexual assault or abuse coercion or grooming of an adult/child/young person. Sexual misconduct is broadly understood in line with the standards of the historic, evangelical and Reformed faith. This will mean that sexual misconduct as understood by this church may be at odds with the prevailing cultural standards
Young Person/s	A person or persons who is or who are, younger than 18 years of age
Vulnerable Person/s	A person who is unable to care for themselves or they are unable to protect themselves from being exploited or harmed because of an illness, mental health, trauma or because of a disability, or because of their age (elderly or under 18).

Schedule 2 - Document Control and Review

Document Effective: 25.11.2019

Document Revision: Annual

By Whom: The Safe Church Committee

Scheduled Review Process: Church decision-makers shall notify the relevant ministries and the congregation of the scheduled review date. Any recommendations or proposed amendments must be submitted in writing to the decision-makers at least one (1) month prior to the review date for consideration. All proposed changes must then be presented to the Session meeting for approval before implementation.

Unscheduled Review: Any person can propose to amend or alter this document at any time. Any proposal to amend or alter this document shall:

- Be submitted in writing;
- Clearly identify the clause or clauses proposed to be amended;
- Set out the proposed amendment or alternation in full; and
- Include the rationale for the proposed amendment or alteration.

Review Date	Persons Involved	Items Changed	Date Adopted by Session	Next Review Required
25.11.2019				
21.09.2020				22.01.2021
25.11.2025				00.03.2026
16.09.2025	Peter Adamson	Resolution NA2025/n		16.09.2026
10.03.2026	Darren Burnett, Cameron Blue, Des Morris, Ken Watson, Andrea Hooper, Anna Jones	Changes required by new standards and minor formatting changes	23.04.2026	23.04.2027
28.05.2026	Darren Burnett, Des Morris, Andrea Hooper, Anna Jones	Inclusion of unscheduled document review process	28.05.2026	28.05.2027