



Code of Conduct

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Code of Conduct for Staff, Volunteers and Others involved in KCC

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I. Letter from the Board of Directors

Katoomba Christian Convention (KCC) is a Christian ministry that exists in order to see people's lives changed by Christ through the preaching of God's word, by His Spirit. The preached word must be a lived word not just for the delegates who attend conventions, but for all those involved in the KCC ministries. We are keenly aware of the continued integrity of life before God required from all involved: "Be holy because I am Holy" (1 Peter 1:16).

We are aware of how easily this ministry, and the gospel of the Lord Jesus Christ, may be called into disrepute by our own sin. As fallen human beings we are all weak, and liable to sin in thought, word and deed. At times we consciously and willfully enter into certain behaviours that are disobedient, displeasing to God, unworthy of Him and dishonouring to His Name. We are therefore never without need of God's grace, mercy and forgiveness as we continue to work out our salvation and be conformed to the likeness of His Son (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

This Code of Conduct sets out guidelines for behaviour for all people involved in the ministry of KCC. God does not leave us without instructions concerning His expectations for His people. In His kindness Scripture provides instruction and guidelines on how one should live in the Kingdom of God and the Spirit of God brings the truth of His word to bear upon our lives. Given the increasing ignorance of God's word even among people of faith and the many changes in our society, it is no longer appropriate to assume that every Christian will think alike concerning what is acceptable behaviour. Grounded in Scripture as our final authority in matters of life and faith, this Code seeks to clarify and articulate our understanding of appropriate Christian behaviour to ensure a common understanding of KCC's expectations.

It is the hope and prayer of the KCC Board that every person engaged in the ministries of KCC will honour the Lord Jesus in every aspect of life and so willingly abide by this Code of Conduct.



Philip Wheeler

Director

on behalf of the KCC Board

II. KCC: Our Vision, Mission & Values

Vision

KCC's passion is to see our nation transformed by Jesus Christ through the powerful preaching of the Bible.

Mission

KCC operates conventions that support churches by leading and modelling in the reformed evangelical faith and calling people to holiness in daily life through the prayerful and passionate expository preaching of the Bible.

Core Values

1. We teach the Bible with the express desire to ground individual disciples of Christ in the gospel and challenge thinking and life in the contemporary world.
2. We intentionally work beyond denominational boundaries in achieving our mission.
3. We are chiefly a volunteer organisation.
4. We are reformed: we believe in the absolute sovereignty of God in all matters pertaining to life and faith.
5. We are committed to God's mission in the world.
6. We purposely design the whole convention program to enhance the centrality and understanding of God's Word.
7. We select a balance of established and emerging Bible teachers.

III. About KCC

KCC began in 1903 in Katoomba, in the holiday home of a Brethren couple, the Youngs. The first meetings of the convention were held in the children's playroom, and from there moved into a tent on the tennis court. As they grew, the meetings became established in the tradition of the Keswick Convention in the UK, with an emphasis in the Bible teaching upon the need for Holiness in the life of every Christian. Our motto has always been Galatians 3:28, "All One in Christ Jesus". Our aim is to strengthen the church of our Lord Jesus by preaching the Scriptures in an uncompromising way, exhorting Christians to remember their true calling: to be set apart for God.

KCC moved to its present location in Katoomba in 1953 when the Deck family – who were strong KCC supporters – sold their 19 acre private landholding to KCC for just £1750. Our first auditorium was built in 1958. Since then the Clairvaux property was added in 2000 (adjacent to the original site) and this forms our convention 'home' in the Blue Mountains.

Each year, over 1000 volunteers make the KCC ministry possible. From those who help us with car parking or child-care through to our Board, over 50 000 hours of volunteer time is invested in the KCC ministry every year.

KCC presently runs several conventions – some in Katoomba and others in Sydney:

- **NextGen:** 2 x week-long conventions that train up youth and children's leaders in churches. These weeks run annually in January at Katoomba.
- **Katoomba Easter Convention (KEC):** A convention for all ages and families that offers the opportunity to celebrate Easter by taking time away and listening to God's word. KEC runs annually at Katoomba.
- **KYCK:** 3 x weekend conventions that encourage and challenge high schoolers to boldly live the Christian life. KYCK runs annually in the April school holidays.
- **Basecamp:** 1 x weekend (Katoomba) and 1 x day (Sydney City) conventions gathering men from every generation to hear from God and renew their strength to persevere as Christians. Basecamp runs annually.
- **OneLove:** 1 x day (Sydney City) convention that gathers women from across the generations and aims to teach and inspire them. OneLove will run annually from 2016.
- **Engage:** 1 x weekend (Katoomba) convention that equips young workers to live out their faith in the workplace. Engage runs annually.
- **Oxygen:** 1 x 3 (week)day convention (Sydney City) that refreshes and encourages those active in Christian ministry. Oxygen runs every three years.

IV. Statement of Faith

Outlined below is our Statement of Faith. The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of KCC's faith, doctrine, practice, policy, and discipline, our Board is KCC's final interpretive authority on the Bible's meaning and application.

If you are unable to affirm this statement for any reason, then please speak to an appropriate KCC representative. A list of appropriate KCC representatives can be found at the end of this document.

I believe in:

- 1. The divine inspiration, authority and sufficiency of the Holy Scriptures as all that is necessary for faith and life.**

(Psalm 19:7-11; 2 Timothy 3:15-17; 1 Peter 1:10-12; 2 Peter 1:20-21)

- 2. The unity of the Godhead with the distinction of Persons in that unity namely the Father and the Son and the Holy Spirit to Whom equal honour is due.**

(Genesis 1:2, 26; Deuteronomy 6:4; John 1:1, 2; 5:17, 22-23; 14:25-26; 16:7, 27, 28; Philippians 2:6; Hebrews 1:1-3)

- 3. a) That the Son of God truly became man being begotten of the Holy Spirit and born of the Virgin Mary.** (Matthew 1:20-25; Luke 1:35; John 1:14; Romans 8:3; Galatians 4:4)

b) That His death was a sacrifice to God and a turning away of God's wrath for the remission of sins. (Romans 4:25; 2 Corinthians 5:21; Hebrews 9:24-28; 10:12-14)

c) That He was raised bodily from the dead. (Matthew 28:5-7; 1 Corinthians 15:20)

d) That He ascended to the right hand of God and is now the all-sufficient High Priest of His people. (Mark 16:19, 20; Luke 24:50, 51; Acts 1:9; Ephesians 4:8-10; Hebrews 4:14-16; 7:25)

e) That He will come again to receive His people unto Himself and to consummate His Kingdom. (Isaiah 9:6, 7; Daniel 2:44, 45; 7:13, 14; John 14:3; 1 Thessalonians 4: 13-18; Luke 1:32, 33)

- 4. That in consequence of the fall of Adam, all mankind became "lost" and at "enmity against God"; that all mankind is also "without strength" to do the will of God.**

(Psalm 53:2, 3; Luke 19:10; Romans 3:19; 5:6; 12-19; 8:5-7)

5. **The work of the Holy Spirit in regeneration, sanctification and assurance.**
(John 3:5-8; 16:8-11; Titus 3:4-7; 2 Thessalonians 2:13, 14; 1 Peter 1:2)
6. a) **That the justification of the sinner before God is by faith alone.**
(Romans 3:21-26; 4:4, 5; 5:1; Galatians 2:16)
- b) **That every justified one is united to Christ and also born of God.** (John 1:12, 13; James 1:18; 1 Peter 1:23)
- c) **That such new birth results in and is made evident by holiness of life and good works.** (Ephesians 2:10; 4:24; Titus 3:4-8)
- d) **That holiness of life and good works are summed up in the law of love for God and neighbour.** (Matthew 22:36-39; Galatians 5:14; James 2:8)
- e) **That love restricts sexual intimacy to the marriage union of a man and a woman for life to the exclusion of all others** (Genesis 2:24; 1 Corinthians 6:9-20); **and love values all human life as sacred and defends and protects it from conception through to natural death.** (Genesis 1:26-27; Psalm 139)
7. a) **That with the bodily resurrection and ascension of Christ and the sending of His Spirit, the resurrection age has begun.** (Matthew 28:16-20; Acts 2:14-36)
- b) **That through their union to Christ in the Spirit, believers participate now in the resurrection age by faith.** (2 Corinthians 5:17; Colossians 3:1)
- c) **That believers live also in this age of sin and death, and groan along with the whole creation as they wait eagerly for adoption to sonship, the redemption of their bodies.** (Romans 8:9-23; 2 Corinthians 5:17; Colossians 3:1)
- d) **That at the end of this age the dead will be raised either to life or to condemnation and that the blessedness of the righteous and the punishment of the unrighteous will be alike eternal.** (Daniel 12:2; Matthew 25:46; 1 Corinthians 15:51-57; Acts 17:31; Romans 14:9-10; 2 Corinthians 5:10; Philemon 3:20-21; Revelations 20:11-15)
8. **We believe that the true church is that which is gathered around Christ in heaven, and all who share in Christ are united in sitting under the authority of His Word irrespective of denomination or class group: "All One in Christ Jesus".** (Ephesians 4:4-16)

V. Code of Conduct

Purpose

This guideline affirms KCC's belief in responsible social and ethical behaviour from all involved in the KCC ministry. This guideline clarifies the standards of behaviour that KCC expects from all employees, volunteers, speakers and others involved in KCC.

Principles

KCC is a Christian organisation that seeks to glorify God by proclaiming Christ through the organisation of conventions. The principles behind this code are biblically based and are called to be adhered to by all who belong to Christ.

They have been outlined in this document because, as sinners being made perfect in Christ, Christians can fail to resist temptation and behave in a manner that dishonours Christ and brings the gospel into disrepute.

Policy

Our Code of Conduct applies to all paid staff, volunteers and anyone involved in the KCC Ministry and provides the framework of principles for conducting ministry as well as dealing with one another. Paid staff should recognise that the Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

Any person, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

KCC expects co-operation from all involved in the KCC ministry in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any staff member in breach of these guidelines may be subject to disciplinary action, including termination. Volunteers and others involved in the KCC ministry may be asked to step down from their position immediately.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Executive Director.

These guidelines will be regularly reviewed by the KCC Board and any necessary changes will be implemented by the Executive Director.

1. *Professional Conduct Guidelines*

- Hold firm to the Statement of Faith and avoid any behaviour (in thought, word or deed) that dishonours God.
- Obey God as he calls us to in His word and obey the law of the land.
- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of KCC information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration, grace and sensitivity in dealing with others.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to your involvement with KCC. For paid staff, this will include lawful directions in the carrying out of your duties.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Under no circumstances may employees offer or accept money.

2. *Personal Conduct*

Katoomba Christian Convention (KCC) is a Christian ministry that exists in order to see people's lives changed by Christ through the preaching of God's word, by His Spirit, at conventions. It is a ministry that, in God's providence, has been fruitful for over 100 years. We both rejoice and tremble before God for such a privilege and responsibility.

As stewards of this ministry, we are keenly aware of the continued integrity of life before God required from all involved: "Be holy because I am Holy" (1 Peter 1:16).

We are aware of how easily this ministry, and the gospel of the Lord Jesus Christ, may be called into disrepute by our own sin. As fallen human beings we are all weak, and liable to sin in thought, word and deed every day. We each need God's grace, mercy and forgiveness as we continue to work out our salvation and be conformed to the likeness of His Son.

Yet, even though we are God's children, we can at times consciously and wilfully enter into certain behaviours that are disobedient, displeasing to God, unworthy of Him and dishonouring to His Name. We can also permit these behaviours to continue in our lives until they become entrenched habits, routines and addictions. They may establish such a hold over us that alone we cannot defeat them. We require God's help together with the help of friends.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that in order to preserve the function and integrity of KCC as a Christian organisation, and to provide a biblical role model to KCC members and the community, it is imperative that all persons employed by KCC in any capacity, or who serve as volunteers, agree to abide by this Code of Conduct indicated by their signature of the declaration at the end of this document.

By signing this document you declare that you are not involved in any behaviour that, if it was publicly exposed, would result in you:

- Becoming the subject of scandal or evil report;
- Being stood down from your position of ministry; and/or
- Facing charges and possible conviction from law enforcement authorities that are punishable by penal servitude or imprisonment;
- Bringing the gospel of the Lord Jesus Christ into disrepute.

Such behaviours may include (but not be limited to) such things as:

- Sexual misconduct, such as:
 - a. Marital unfaithfulness
 - b. Promiscuity
 - c. Addiction to pornography, including child pornography and production and/or distribution of the same
 - d. Sexual abuse
- Drunkenness;
- Addictions to alcohol or other drugs;
- Financial malpractice including failure to pay just debts;
- Domestic violence - either verbal or physical;
- Child abuse, including inappropriate pastoral conduct involving a child.

VI. Children and Vulnerable People Protection Policy

Introduction

Katoomba Christian Convention (KCC) affirms that everyone has the right to be emotionally and physically safe, respected, and have their views and opinions valued. Not only do we live in a country that legislates for people's safety, God also calls His people to show appropriate care for children and vulnerable people who need to be protected because of their powerlessness (Ex 22:21-22, Deut 10:17-19, Jer 22:2-4, James 1:27).

We want all children and vulnerable people who participate in any KCC Programs to have a safe and fulfilling experience. Our policy has been developed to help us live out our Biblical mandate and our responsibilities under Australian legislation.

In this document, 'Leaders', refers to KCC's staff members and any volunteers over the age of 18 who, as part of their role, have face-to-face contact with children (including youth under the age of 18), vulnerable adults, and any other people participating in KCC ministries. 'Programs' includes KCC's conventions, events, camps and other activities.

Screening and Training of Leaders

KCC requires all Leaders (including Program Leaders and Staff) to undergo a full screening and training process as outlined below.

Screening

1. KCC requires all Leaders to affirm they have read and understood the **KCC Children and Vulnerable People Protection Policy**.
2. KCC requires all Leaders to commit to the **KCC Code of Conduct** (which includes affirming the **KCC Statement of Faith**) and behave as followers of Jesus and be willing to be held accountable for their behaviour.
3. KCC requires all Leaders to provide a copy of their current photo identification.
4. KCC will contact (at least) two referees for each Leader to ensure the Leader is of Godly character, and that the Leader has not previously been accused of abuse, and that the Leader is considered appropriate to work around children and vulnerable people.
 - a. One referee must be someone who identifies as a Pastor/Minister/Elder/Warden of the Leader for a minimum of 12 months.
 - b. One referee must be another Christian person not related and who has known the Leader for a minimum of 12 months.
5. KCC will verify the NSW Working with Children Check status of any Leaders working with children & youth. Only those so verified as suitable will be allowed to be a Leader of children and youth at KCC Programs. Under no circumstances will a Leader with a criminal record of child abuse, molestation or similar offences be allowed to be involved in children's or youth ministry.
6. KCC will re-screen all Leaders each year they volunteer and records of recruitment will be kept on file.

Training

1. KCC will brief all Leaders with a Site Induction Plan and the KCC Convention Emergency Procedures and Emergency Manual appropriate for their Program each time it is run.
2. KCC requires Leaders to have completed an appropriate Safe Ministry Training course within the previous 2 years which outlines appropriate behaviour as well as training in how to identify and report cases of abuse (e.g. www.SafeMinistryTraining.com.au).
3. KCC may require some Program Leaders to complete additional training such as an external Safety Management Training if their Program is deemed to require it.

Responding to Allegations of Risk of Harm (Abuse) and Misconduct

KCC actively encourages the reporting of abuse by Staff, Leaders, Volunteers and anyone who is connected with our programs. KCC will endeavour to respond appropriately to all reports in the interests of all of those involved. Details of those reporting abuse will be kept private and confidential.

KCC requires all Leaders to report disclosures or suspicions of abuse and/or significant risk to a KCC Safe Ministry Contact, in accordance with KCC Workers and Volunteers Code of Conduct.

All incident reports or complaints about persons of concern will be handled by the KCC Safe Ministry Contact.

Safe Ministry Contacts

[Shelley Taylor - 0451 553 573 & shelley.taylor@kcc.org.au]

[Full Name - mobile & email address]

The Safe Ministry Contacts will respond to all reports by following the Safe Ministry Incident Response Process. Any incidents of criminal activity (including child-to-child, adult-to-child and adult-to-adult) will be reported to police. Any incidents of child abuse will be reported to the NSW Government according to the Online Mandatory Reporter Guide. The insurer of KCC and the State Ombudsman may also be advised of any allegations of abuse. In certain incidents (as outlined in the Response Process) the Safe Ministry Contacts will appoint an Independent Ministry Investigator to explore allegations of inappropriate behaviour.

Providing Safe Environments for our Programs

To provide for and maintain a safe community for our children and vulnerable adults where they may grow as followers of Jesus, KCC will ensure that our programs and events are safe and appropriate for those attending. Careful consideration will be given to things such as the activities chosen, the venue, safe ratios of supervision, appropriate child toileting

practices, transportation, work health and safety, parental or guardian permission and confidentiality of records kept.

Program Leaders should employ scheduling procedures and Leader/child ratios that optimize safety. The Leader/child ratio for school aged children is two Leaders for every ten children. Once the ratio is met, additional children should not be accepted into the program until additional Leaders are added.

In circumstances where one-on-one care is provided, to minimise the chances of abuse, Program Leaders will implement:

- Never being alone with someone where other people could not easily be able to observe
- Regular rotation of Leaders
- Client feedback framework
- Independent case workers

Program Leaders will ensure that Inexperienced Leaders work with a more experienced Leader when caring for a child or vulnerable person(s).

Program Leaders will ensure that;

- First Aid Kit Contents are always stocked, easily located and accessible.
- Fire extinguishers are easily located and accessible.
- Emergency exits are clearly illuminated and within sight.
- Clear and easily accessible Evacuation Plan.
- KCC Equips Leaders on how to evacuate children and vulnerable people safely in case of an emergency.

Regular Reviews of Processes and Procedures

The KCC Executive is responsible to ensure this policy and the Incident Response Process is implemented, maintained, and reviewed every two years or as required.

KCC will perform regular debriefs and reviews of KCC programs to see where we can improve. We welcome any questions or comments about this policy and the ways in which we carry it out.

This policy is in accordance with the Children and Young Persons (Care and Protection) Act 1998 No 157.

Contact Details

KCC Executive Director

Jonathan Dykes

jonathan.dykes@kcc.org.au

p: 1300 737 140

Safe Ministry Contact

Shelley Taylor

shelley.taylor@kcc.org.au

p: (02) 4780 8222

m: 0451 553 573

Safe Ministry Contact

TBA

TBA@kcc.org.au

p: 1300 737 140

VII. Code of Conduct - Child and Vulnerable People Protection

General Expectations of KCC Leaders

KCC is a Christian ministry that exists to see people's lives changed by the preaching of God's word truthfully, by His Spirit through KCC Programs. It is a ministry that in God's providence has been fruitful for over 100 years. KCC both rejoice and tremble before God for such a privilege and responsibility.

As stewards of this ministry KCC expects Leaders to be personally converted, to have given their lives to Christ and seek to live a life that pleases Him above all.

The chief role of Leaders is to model Christ to children (including youth under the age of 18), vulnerable people and public with the purpose of winning them for Christ and helping them to mature in their Christian faith. This is achieved through both words and action, that is '...we were delighted to share with you not only the gospel of God but our lives as well.' (1 Thessalonians 2:8)

It is necessary for Leaders to examine their thoughts, words and actions so not to hamper their efforts in achieving their chief role and that they conduct themselves '...in a manner worthy of the gospel of Christ.' (Philippians 1:27)

Similarly:

- '...just as he who called you is holy, so be holy in all you do.' (1 Peter 1:15)
- 'Be shepherds of God's flock that is under your care, serving as overseers – not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.' (1 Peter 5:2-3)
- 'You know that we who teach shall be judged with greater strictness.' (James 3:1)

It is also necessary for Leaders to be aware of and sensitive to children, vulnerable people and public with culturally and linguistically diverse or indigenous backgrounds and cultural practices.

Leaders should also acknowledge and accept the extraordinary amount of trust granted to them by those who are taking part in the Program activities and their families, and by the wider community. Leaders should therefore commit themselves to ensuring that all their actions are morally upright.

Behaviours for Leaders

There are certain behaviours that all Leaders should observe. When these behaviours are observed, it will greatly reduce the likelihood of inappropriate behaviour and/or abuse occurring and false allegations being made against Leaders and KCC. Please note, that the age of individuals is recognised as one of the determinants in deciding what is acceptable and unacceptable behaviour.

Stay where others can see you

The core to leading safe ministries is to always be within eyesight of other Leaders. Incidents of abuse are much less likely to happen when there are other people around. This is especially true with children (including youth under the age of 18) and vulnerable people. Never be alone with a child or a vulnerable person and never allow other people to be alone with a child or a vulnerable person.

Two or more Leaders should be present whenever an individual child or vulnerable person is being supervised or cared for. Where this is not possible, it should be done in a room which can be observed easily by others.

Leaders should never provide one-on-one care with members of the opposite sex.

Model appropriate physical contact

It is important that Leaders understand what type of physical contact is, and is not, appropriate for the ministry they're doing. Appropriate physical contact will depend on a person's age;

- It is appropriate that babies and young toddlers be picked up, nursed and have their nappies changed. However, this should be done within sight of another Leader and in an appropriate manner always.
- Children aged 1-3 may require physical assistance for tasks, however Leaders should avoid having children on laps, or any extended physical contact.
- With children aged 4-6, unless there's an emergency, Leaders should ask the child's permission if they need physical assistance. Even though it's common for these children to initiate hugs and other contact; Leaders should quickly redirect such children to other activities.
- With anyone over 6 years old, it's almost always best to avoid physical contact. It is fine to high-five, handshake, side hug. But again, avoid prolonged contact.
- When playing games that involve physical contact, carefully consider how to reduce the chance of unsafe or inappropriate contact between participants and Leaders.
- No one is to be touched in a way that could be considered provocative or sexual. Contact may be appropriate when instructing an activity, participating in a game, administering first aid, when restraining for safety reasons, or when reassuring a distressed child (e.g. newly arrived to program and struggling with separation from parent). It is advisable to have another Leader present and obtain the child's or youth's permission as the circumstances allow.
- Leaders will respect a child or vulnerable persons' feelings and privacy when engaging in physical contact of any kind.

Model appropriate verbal interactions

As a Leader, you need to consider how you interact with others, both verbally and non-verbally.

- Avoid all crude language and sexually explicit jokes as these can be offensive and inappropriate.
- Avoid all flirtatious language both verbally and non-verbally and illicit jokes as these

- could be interpreted as advances, grooming or predatory.
- Do not bully, prank, intimate or humiliate any person.
 - Be careful discussing overly private matters outside the scope of your ministry.
 - Be careful to dress modestly and to dress in private.
 - People often give Leaders great influence over their lives. Therefore, Leaders must be very careful about offering advice and suggestions, as these can be heard as instructions.
 - Leaders should never use their position of authority to achieve their own personal gain.
 - It is often difficult to distinguish between 'harmless fun' and 'harmful fun'. Below are three guidelines to discern appropriate behaviour:
 - a. Will my words/actions in any way impinge upon the achievement of KCC Program's objectives?
 - b. Will my words/actions pose a risk to anyone's safety (physically, emotionally, spiritually)?
 - c. Has my Program Leader or KCC representative consented to my actions?

Appropriate external personal contact

KCC discourages any personal contact with a child or youth after the Program. This includes, but is not limited to, face to face contact, contact through telephone calls, SMS text messaging, emailing, social media and over the internet. Social media includes but is not limited to Facebook, Twitter, Instagram, Blogs etc.

The only exception would be if a Youth Leader needed to contact a youth after the conference for follow up. In such circumstances, parental permission must be obtained first.

Procedures for Leaders (including Program Leaders)

Leaders must never leave a child or vulnerable person alone in a room.

When transporting a child or vulnerable person, Leaders should not be alone with a child or vulnerable person in a car. Leaders should drive directly to and from arranged venues and should not take spontaneous detours or make additional arrangements. If a detour is required to refuel the car then another Leader should be notified of this arrangement. It is preferable that the child or vulnerable person be seated in the back of the car and not next to the Leader to avoid any unnecessary contact.

Leaders will have the right to refuse any child or vulnerable person at check-in due to;

- illness or questionable symptoms,
- behaviour that endangers other children,
- the room being closed because of the Leader-to-child/vulnerable person ratio,
- or anything else that might impair Leaders' ability to maintain a safe and secure environment for children and vulnerable people.
- Leaders will contact a First Aider for any injuries that require treatment.

Initiations and secret ceremonies are prohibited. All aspects of every program will be open to observation by the public and other Leaders.

Leaders have the right to ask people who do not have a valid reason to be present at programs to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

Leaders should make themselves aware of the KCC Convention Emergency Procedures and Emergency Manual and the Site Induction Plan appropriate for their Program site.

Leaders are responsible to be aware of;

- The Emergency Assembly Points
- Emergency Reference Points
- Key Contact Numbers
- Emergency Contact Numbers
- Medical Emergency Procedures
- First Aid Response
- Anaphylaxis Response
- Child Protection Overview
- Child Protection – Leader Behaviour Rundown
- Child Protection – Incidents Procedure
- Social Media Protocols with children under 18 years
- Intruders Procedure
- Safety and WHS
- Sign In/Out Procedure
- Missing or Lost Guest/Visitor Procedure

Appropriate Toileting Procedures

Whenever possible, children (including youth under the age of 18) and vulnerable people should be encouraged to go to the toilet without “physical” assistance. However, sometimes, Leaders will need to take children or vulnerable people to the toilet. This should be done by Leaders of the same gender as the children or vulnerable people.

Leaders should try to take a group of children or vulnerable people to the toilet (so the Leader is not left alone with a child or vulnerable person). Leaders should set an example by protecting their own privacy in the bathroom and should not take the opportunity to also go to the toilet whilst with the children or vulnerable people.

Any child or vulnerable person who requires adult assistance in using the toilet should be accompanied by two Leaders that are the same gender as the child or vulnerable person. When assistance is requested by the child or vulnerable person, this should be done discreetly with the door open, and within the view of the second Leader and try not to embarrass the child or vulnerable person.

Leaders are expected to respect the privacy of others during activities that require undressing, dressing or changing clothes. When it is necessary to change clothing of children or vulnerable people who have had “accidents” this should be done in the presence of two Leaders (preferably females).

Appropriate Behavioural Management

All Leaders are responsible for providing a loving, respectful, and orderly atmosphere in which children and vulnerable people can learn, play and interact with others. This atmosphere should be maintained by;

- preparing beforehand,
- proactively directing children towards acceptable activities,
- verbally encouraging positive behaviour, and,
- when necessary, correcting or redirecting inappropriate behaviour.

Acceptable means of redirecting inappropriate behaviour may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if the behaviour is endangering or upsetting other children). However, such correction should be discrete, a child should never be removed from the classroom or taken out of the sight of other Leaders.

Leaders should view misbehaviour as an opportunity to introduce children to the gospel.

If a child’s behaviour is uncontrollable or the child does not respond to the acceptable means of discipline indicated above, a Leader should call the Program Leader who may choose to contact the parents.

If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or displays a pattern of misbehaviour, the child should be immediately removed until the parents can collect the child. The KCC Safe Ministry Supervisor should also be contacted.

Leaders are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking or hitting. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children. Leaders are allowed to physically restrain a child if he/she is physically endangering other children, other Leaders, or themselves.

Responding Appropriately to Concerns and Suspected Abuse

Leaders may find themselves in situations where they suspect (or observe) a child or vulnerable person is experiencing abuse. In these situations Leaders will take appropriate care to listen and support the alleged victim without passing judgement, being dismissive or promising to keep secrets. All Leaders and Program Leaders should report any concern of suspected abuse to a KCC Safe Ministry Supervisor.

Leaders may also observe or reasonably suspect another Leader, Program Leader or KCC Staff is acting outside this Code of Conduct or in an otherwise inappropriate manner. In such situations Leaders must still report their concerns to a KCC Safe Ministry Supervisor.

Any Leader, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Leaders will not contact or disclose their concerns to people other than a KCC Safe Ministry Supervisor, this means Leaders should not discuss their concern with;

- The Victim's parents or close family
- The accused perpetrator
- Other Leaders, Program Leaders or KCC Staff

If there is reason to suspect a child or vulnerable person is in immediate risk of significant harm, the Leader should contact the Police immediately and then contact the Safe Ministry Supervisor and may also contact the Program Leader.

Appropriate Program Spaces

Children and vulnerable people who participate in KCC Programs should have a safe and fulfilling experience. Leaders (and Program Leaders) should ensure Program spaces are clean, safe to use and minimises the chance of abuse and risk of harm. When programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room. As stated above, incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations.

Program Leaders should ensure Program spaces appropriate for those who are attending. This includes the venue, safe ratios of supervision, appropriate child toileting practices, transportation, occupational health and safety, parental or guardian permission and confidentiality of records kept.

Program Leaders will obtain appropriate information relating to the Program participants, including children's health and family situation, to ensure that they are able to care for their physical and emotional needs.

VIII. Professional Use of Social Media

KCC expects its staff, volunteers and others involved in the ministry to maintain a certain standard of behaviour when using Social Media.

This policy applies to all at KCC who contribute to or perform duties such as:

- maintaining a profile page for KCC on any social or business networking site (including, but not limited to LinkedIn, Facebook, Instagram, Twitter, MySpace, Bebo or Friendster);
- making comments on such networking sites for and on behalf of KCC;
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of KCC; and/or
- posting comments for and on behalf of KCC on any public and/or private web-based forums or message boards or other internet sites.

KCC do not seek to censor people's opinions, but ask that those not in paid positions at KCC discuss opinions that may be opposed to KCC's mission and vision directly with the Executive Director. Paid staff are expected to comply with this policy as outlined in the below procedure.

Procedure

No staff member, volunteer or other person involved in the Ministry of KCC is to engage in Social Media as a representative or on behalf of KCC unless they first obtain written approval by the Executive Director.

If any staff member, volunteer or other person involved in the Ministry of KCC is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of KCC.

All staff members, volunteers or other persons involved in the Ministry of KCC must ensure they do not communicate any:

- confidential Information relating to KCC;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of KCC without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to KCC and related bodies, clients or businesses, which is not in the public domain. This includes, but is not limited to information relating to delegates, speakers, financial details or reports, and other internal information otherwise available to you due to your relationship or involvement with KCC.

Guidelines

1. We only use social media when we have a written strategy.

Social media without a strategy is like pulling out of your driveway without a destination - you're moving, but you don't know where. Prior to each convention, we create a plan for what channels we'll use, how we'll use them and who will be responsible for creating the content. If this isn't clear, we won't pursue social media.

To submit your strategy, please fill out KCC's Social Media Plan template.

2. We will use Buffer to upload social media content.

This content will be approved by the Convention Coordinator prior to going live. This is to act as an extra check on the accuracy of content (see Principle 5), and also ensure that content is spread out across the week and during the times that our customers are most likely to engage with it.

3. We resolve complaints offline.

If a customer makes a complaint on social media it is up to KCC staff to communicate their desire to resolve the issue and request their contact details (via Direct Message/PM). We then promptly follow up with a phone call. To maintain accountability, volunteers cannot respond to complaints without prior approval by KCC staff.

4. We only post content that is edifying and unifying.

Our motto is 'All One in Christ Jesus', and we therefore won't use our social media channels to post content that criticises or critiques other believers. This doesn't mean we always agree with other believers (is there any Christian we agree with entirely!?), but we won't communicate this on social media.

5. We will serve our customers and put their needs first.

This means sharing content that is valuable (not just promoting our events), accurate and responding promptly and courteously to any queries we receive.

6. We don't post photos of children.

Unless we have explicit, written approval from both parents to post to the specific social media channel.

To learn more, please refer to KCC's Social Media Procedures Document.

IX. Workplace Health & Safety

Policy

KCC will, as far as practicable, provide a safe work environment for the health, safety and welfare of staff members, volunteers or other persons involved in the KCC Ministry, as well as members of the public who may be affected by our work.

To do this, KCC will:

- develop and maintain safe systems of work, and a safe working environment
- consult with staff and volunteers on safety
- provide information and training for employees
- remove unacceptable risks to safety
- provide staff members, volunteers or other person involved in the Ministry with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

Ultimately, everyone is responsible for ensuring health and safety when working at KCC.

All persons responsible for the work activities of others are accountable for:

- identifying practices and conditions that could injure staff members, volunteers, and members of the public or the environment
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager.

KCC demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all those involved in the KCC ministry.

X. Grievance Policy

Policy

KCC recognises that despite our efforts to work well in partnership and act at all times in Christ-like ways and observe the agreed KCC Code of Conduct, there will be situations where a KCC staff member or volunteer may have a grievance with another KCC staff member or KCC volunteer. We read of such disputes and difficulties between believers in the New Testament (Acts 15:39, Phil 4:2ff). Therefore we ought not assume that such issues might not arise within our ministries despite our best intentions. Our ideal is unity and peace between brothers and sisters in Christ as we labour in the Lord (Psa 133:1).

This policy sets out briefly how KCC will handle any such grievances. It is informed by the Scriptures (especially the principles outlined in Matthew 18:15-17), in keeping with our core values.

1. In any dispute or grievance the individuals directly involved ought discuss the question, dispute or difficulty as soon as practicable as brother or sister in Christ (Matt 18:15). It is far better to have matters resolved quickly if possible. The Christian virtues of humility, repentance, forbearance, love, generosity, forgiveness and justice ought to drive our responses in reconciling differences (Matt 18, Eph 4:1-3, Gal 5:22-23).
2. If the initial discussions do not result in a settlement, the question, dispute or difficulty will be referred to the Executive Director or the Chairman of Board in keeping with the model from Matt 18 of asking an elder or someone in authority to help mediate. The Executive Director/Chairman of the Board will endeavour to resolve the matter between the parties if possible ideally by all parties meeting together. If the dispute involves the Executive Director or the Chairman of the Board, the KCC Vice Chairman will hear the matter. Parties to the dispute are welcome to have a support person present for these discussions.
3. If this attempt at resolution does not result in a settlement the matter, at the request of either party the matter will be considered by the full Board. The complaint or grievance must be made in writing and given to the Chairman of the Board. If the dispute involves a Director or Board member, the Complainant can ask that the dispute or grievance be heard and resolved with reference to an outside mediator such as Peacewise or Resolve Counselling. This formal written complaint must be received by the Board or mediator within three (3) months of the initial raising of the question, dispute or grievance between the parties. The written complaint must be given to the Board and the other party involved.
4. KCC will make its best endeavours to get the report of the mediator or the deliberations of the KCC Board hearing a dispute finalised within three (3) months of receiving the written complaint and the determination provided in writing to the



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parties involved. The Board will consider the dispute in light of the KCC Code of Conduct.

5. All investigations and outcomes will be confidential and disclosed only to the various parties at the discretion of the KCC Board.



XI. Declaration

For all Volunteers, Speakers, Special Guests & Staff to sign and return to the appropriate KCC representative.

You have been invited to be involved in the ministry of Katoomba Christian Convention (KCC) as a volunteer, speaker, special guest or to be employed as staff. We thank you for your willingness to serve the Lord Jesus Christ and us in this way and ask that you read and sign the following Declaration. This is a non-negotiable requirement for involvement with KCC in the capacities listed above.

We ask for your honesty before God, in considering your response.

If you are unable to sign this declaration we ask that you please decline KCC's invitation for involvement or offer to withdraw from your involvement.

If you are unable to sign due to any issues relating to the Code of Conduct, particularly in the area of personal conduct, we also want to encourage you in the strongest terms to begin to seek help immediately by talking to one person you can trust with this confidence and asking them to begin helping you. In the absence of any such help we encourage you to contact Rev. Phillip Wheeler (Chairman of the KCC Board) in this capacity, in the knowledge that any information shared by you will be dealt with in the strictest confidence.

I, _____, the undersigned, hereby declare that I have read and agree to the **KCC Code of Conduct** in full, including the **Statement of Faith, Code of Conduct**, and **Children and Vulnerable People Protection Policy**. I also commit to the below regarding the Children and Vulnerable People Policy:

1. Conducting myself in a manner consistent with **KCC Children and Vulnerable People Code of Conduct** and **KCC Children and Vulnerable People Protection Policy** by treating adults, children and young people with respect and value, without favouritism.
2. Affirming the **KCC Statement of Faith** and avoiding, as far as possible, any behaviour (in thought, word or deed) that dishonours God and misrepresents KCC.
3. Protecting vulnerable people by reporting any concerns or suspicions, regardless of who it might be.
4. Behaving appropriately, being faithful to my appointed tasks, being an example to others, and being careful in how I physically interact with others.
5. Acting transparently, as far as possible, ensuring that another adult is present or within eyesight when I am with a child or vulnerable adult.



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6. Encouraging openness and including vulnerable parties in discussions about decisions that will significantly affect them.
7. Working to ensure KCC Program spaces and activities are safe and do not put people at risk of significant harm.
8. Never using physical punishment or abusive language - even as a form of discipline.
9. Submitting to disciplinary steps if they are found to violate these commitments or act in an otherwise inappropriate or illegal manner at their church.

Further, by signing this declaration I make the commitment to inform the Chairman of the KCC Board and/or the KCC Executive Director if:

- Any conduct in conflict with those outlined in the Code of Conduct were to begin at any time, and/or
- I no longer believe any part of the Statement of Faith.

Declaration

Name: _____

Signature: _____

Date: _____



Appropriate KCC Representatives – Contact List

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jonathan.dykes@kcc.org.au

Safe Ministry Supervisors – Contact List

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