

NATIONAL SCHOOL CHAPLAINCY PROGRAMME (NSCP) CODE OF CONDUCT FOR CHAPLAINS IN VICTORIAN SCHOOLS

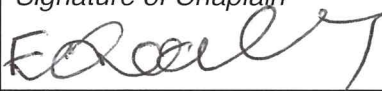
Chaplains must comply with all State and Commonwealth legislation, and with all relevant government/non-government school policies, including those concerning child protection, mandatory reporting, privacy, anti-discrimination, human rights, and creation and retention of student records. To the extent that there is any conflict between a school or departmental policy and a policy of the organisation which employs the chaplain or with which the chaplain is affiliated, the relevant government/non-government school policies prevail.

Chaplains are required to observe a high standard of professional conduct at all times. When carrying out their responsibilities, they must:

- recognise, respect and affirm the authority of the school principal (or delegate) and/or school governing body and work in consultation with them
- contribute to a supportive, safe, inclusive and caring learning environment within the school
- respect, accept and be sensitive to other people's views, values and beliefs, including the cultural and religious perspectives of parents/guardians
- ensure all students are supported with respect for their religious beliefs, or lack of religious beliefs
- actively discourage any form of harassment or discrimination
- refer students to a service or organisation which is best placed to support the student's particular needs in accordance with the beliefs and values of the student or their family
- provide accurate and impartial information about the support and services available in the broader community
- be approachable to all students, staff and members of the school community
- respect students, families and staff for their beliefs and not seek to impose their own beliefs or persuade students towards a particular set of beliefs
- avoid unnecessary physical contact with a student, recognising, however, that there may be some circumstances where physical contact may be appropriate, such as where the student is injured or distraught
- keep appropriate records to document the support provided to students/school
- provide access to these records to the school, as appropriate, to ensure the school can meet its duty of care to students.

Chaplains must not:

- take advantage of their privileged position to proselytise, evangelise or advocate for a particular religious view or belief
- put themselves, or allow themselves, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student
- conduct themselves in a manner which impacts the delivery of their services under the program, even in a private capacity
- perform professional or other services for which they are not qualified
- conduct religious services or ceremonies or lead students or staff in religious observances unless agreed to by the Principal if working in a government school
- deliver special religious instruction if working in a government school.

Signature of Chaplain 	Name of Chaplain Elisabeth Rodriguez
Name of School St Mel's School	Date: 12/8/2016

A copy of this document must remain in the school's records.