

Diocesan CODE OF CONDUCT



In our Catholic Diocese of Maitland-Newcastle, all the adults that work for us or help out, agree to follow some important rules to keep you safe and happy. These rules are written in a *Code of Conduct* or the *Diocese's Safeguarding Commitment Statement*. The adults will sign one of these documents to say they will follow the rules.

These rules say that adults who work with you should:

- take care of you, make you feel welcome and keep you safe
- speak to you kindly. They should use kind words when talking to you
- listen to you and ask your opinion when making decisions about you. Your ideas are important too
- listen to you when you are worried and help you feel better and safer
- tell someone, like the Police, if they find out that you or someone else is not safe
- let your parents or carers know what's going on. They won't keep secrets from your mum, dad or carers.

In our Diocese, we don't allow people to hurt others or make them feel scared or really sad. That's called abuse. No one is allowed to be abusive to you:

- **Physically:** No one should ever hit, punch or hurt you
- **Emotionally:** No one should be rude to you, say things that scare you, yell at you, swear at you, say nasty things or embarrass you
- **Sexually:** No one should talk to you in a way that makes you feel uncomfortable or unsafe or touch your private parts. They shouldn't ask you to touch them or show you photos of nude people or ask you to take your clothes off.

There are other things adults are not allowed to do with you:

- take you away from your friends to be with just them
- try to make you keep secrets
- give you special treats and gifts that others do not get
- try to make you do things that make you feel worried, even scared
- meet you or talk with you over social media or mobile phone, without your parents knowing.

The adult you tell should let the Office of Safeguarding know. The people who work at the Office of Safeguarding will check if the worker is not following the rules that they agreed to follow when they signed the *Code of Conduct* or the *Safeguarding Commitment Statement*.

If you see someone hurting you or others, or if an adult does something they are not supposed to do, tell an adult your trust right away. This could be someone in your safety network

