



Sisters of Saint Joseph
of the Sacred Heart



Sisters of Perpetual Adoration

Sisters of Perpetual Adoration

Child and Adult Safeguarding Code of Conduct

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0	Approved by the Church Authority	2025
	Aligns with NCSS 1, 5, 6, 8 & 10		
Responsible person	Safeguarding Co-ordinator	Scheduled review date	2028



Child and Adult Safeguarding Code of Conduct

Sisters of Perpetual Adoration Villa Maria Spirituality Centre and Adoration Chapel

Mission Statement

To support, encourage and companion others as they journey deeper into a loving relationship with God, themselves and others within the context of their lived experience.

1. Introduction

- 1.1 The Sisters of Perpetual Adoration aggregated with the Sisters of Saint Joseph of the Sacred Heart (**SOSJ**) in 2009. Through a formal MOU with the Archdiocese of Brisbane, SOSJ became canonically responsible for the Governance and Leadership of the Sisters of Perpetual Adoration. SOSJ are responsible for the life and mission of the Sisters of Perpetual Adoration (RPA).
- 1.2 The Sisters of Perpetual Adoration are actively committed to fostering a culture of safeguarding that recognises and upholds the dignity and rights of all people.
- 1.3 The Sisters of Perpetual Adoration respects and upholds the rights of all First Nations, people.
- 1.4 The Sisters of Perpetual Adoration has zero tolerance for abuse. The Sisters of Perpetual Adoration will be guided by its Child and Adult Safeguarding Commitment Statement and SOSJ safeguarding policies.
- 1.5 The Sisters of Perpetual Adoration commits to establishing a safe environment and supportive relationships for all with whom we have contact. This Safeguarding Code of Conduct (**Code**) is one strategy used to achieve our following objectives:
 - (a) The safety of all people during all engagement and / or interaction with the Sisters of Perpetual Adoration;
 - (b) The recruitment of suitable employees;
 - (c) Clear expectations for all people associated with or representing the Sisters of Perpetual Adoration in their physical and online interactions with adults at risk and children; and
 - (d) To practice care, patience, good communication, and teamwork with one another.

1.6 In committing to safe relationships, there is responsibility to:

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0 Aligns with NCSS 1, 5, 6, 8 & 10	Approved by the Church Authority	2025
Responsible person	SOSJ Safeguarding Co-ordinator	Scheduled review date	2028



- (a) Acknowledge our own vulnerability and power in any relationship;
- (b) Acknowledge that power imbalances can occur in ministries and services;
- (c) Promote the autonomy and voice of others;
- (d) Clarify the nature of personal and professional relationships;
- (e) Understand and maintain physical, sexual, emotional, and psychological boundaries;
- (f) Report boundary violations to the relevant safeguarding authority; and
- (g) Only act within and not beyond an area of expertise.

1.7 This Code should be read in conjunction with the Sisters of Perpetual Adoration's Child and Adult Safeguarding Commitment Statement and SOSJ's Adult and Child Safeguarding Policy. Terms used in this Code are defined in SOSJ's Adult and Child Safeguarding Policy.

2. Scope

- 2.1 Everyone is responsible for creating and maintaining a safe culture and has a responsibility to think and act in the best interests of adults who may be at risk and children.
- 2.2 This Code of Conduct applies to every person in relationship with the Sisters of Perpetual Adoration including Members of the Board, Sisters, lay employees, and clergy in nominated roles.
- 2.3 The SOSJ Congregational Leader may grant an exemption from signing this Code of Conduct, to Sisters who are incapacitated or infirmed.

3. Adult and Child Safeguarding Code of Conduct

- 3.1 As part of the Sisters of Perpetual Adoration's commitment to safeguarding, we believe that all persons associated with us are responsible for the safety and wellbeing of all with whom we engage.
- 3.2 We particularly recognise people who identify as First Nations Peoples, people with particular vulnerabilities, for example, adults at risk and children from culturally and / or linguistically diverse backgrounds, children who cannot live with their birth family, people who are homeless, people with a disability, people of diverse sexuality, people suffering from an illness, and people who are elderly.
- 3.3 As such, this Code sets out the behaviour which we expect from all persons listed at 2.2 of this policy. All are expected to sign it and adhere to the following within the context of their representation and relationship with the Sisters of Perpetual Adoration: -

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0 Aligns with NCSS 1, 5, 6, 8 & 10	Approved by the Church Authority	2025
Responsible person	SOSJ Safeguarding Co-ordinator	Scheduled review date	2028



All persons listed at 2.2 of this policy, during the course of their role / ministry related to and/or representing the Sisters of Perpetual Adoration, must:

- a) Behave in a manner consistent with the Gospel and the Sisters of Perpetual Adoration's values.
- b) Behave respectfully, justly, honestly and with integrity towards adults at risk, children, their carers' and / or families, regardless of ethnicity, language, religion, disability, or diverse sexuality.
- c) Be compassionate, hospitable, inclusive and respect the individuality and dignity of each person.
- d) Create a supportive, safe, and caring environment which promotes and empowers adults at risk, children, their carers' and / or families' participation in decisions which affect them, and is inclusive of all adults at risk, children, their carers' and / or families, regardless of ethnicity, language, religion, disability, or diverse sexuality.
- e) Seek to increase their cultural awareness especially when working with people who identify as First Nations Peoples, or who are from a different country of origin.
- f) Use respectful age and developmentally appropriate language when their work or ministry involves engaging with adults at risk and/or children.
- g) Recognise and accept the existence of power imbalances when working or ministering one-to-one, especially when providing counselling, spiritual direction, and pastoral care.
- h) Maintain personal and professional physical, sexual, emotional, and psychological boundaries in their interactions with all people, especially adults at risk and/or children.
- i) Behave in a respectful manner which is consistent with the Code if conducting one-to-one contact with an adult at risk, with the purpose of the interaction being clear, open to explanation, and a record of such retained.
- j) Protect the privacy of adults at risk and children by only sharing confidential information as absolutely required in accordance with their role at the Sisters of Perpetual Adoration (or in accordance with legal obligations).
- k) Adhere to all SOSJ's safeguarding policies, procedures, and guidelines.
- l) Comply with their legal obligations in relation to the safety of adults at risk and/or children.
- m) Comply with any direction provided to them as a result of an allegation and / or investigation and cooperate with any internal or external investigation.

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0 Aligns with NCSS 1, 5, 6, 8 & 10	Approved by the Church Authority	2025
Responsible person	SOSJ Safeguarding Co-ordinator	Scheduled review date	2028



- n) Respond to any disclosures, concerns or complaints of harm or abuse, promptly and in accordance with legislation and SOSJ's Safeguarding Complaints Handling Policy and Reporting Procedure.
- o) Immediately speak up and advise their supervisor, the SOSJ Safeguarding Co-ordinator, and statutory child protection reporting agency, if they observe any concerns of exploitation, abuse, harassment, or breach of this Code or any SOSJ safeguarding policy or procedure or legal obligation.
- p) Inform their supervisor, and/or the SOSJ Safeguarding Co-ordinator, if they are (or have previously been) the subject of a Police or statutory child protection agency investigation, including in relation to the alleged abuse or sexual misconduct of a child.

All persons listed at 2.2 of this policy during the course of their role / ministry related to and/or representing the Sisters of Perpetual Adoration, must not:

- a) Behave or act in a manner which may be physically, sexually, emotionally, or psychologically harmful towards any person, or constitute abuse.
- b) Use language towards any person which is abusive, harassing, sexual, shameful, demeaning, culturally inappropriate, discriminating, racist or sexist, or intended to threaten or be harmful.
- c) Use inappropriate language in the presence of adults at risk or children, or show, or provide any person access to inappropriate and / or pornographic images or material.
- d) Engage in bullying or harassing behaviour towards any person.
- e) Exploit, abuse, corrupt, groom or manipulate any person.
- f) Behave in a manner with an adult at risk or child, which may be considered to be a boundary violation.
- g) Discriminate against any person on any basis including (however not limited to) that of disability, culture, religion, ethnicity, or sexual diversity.
- h) Engage in unnecessary physical contact with an adult at risk or child / young person or utilise any form of physical discipline.
- i) Use information and communication technologies to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0 Aligns with NCSS 1, 5, 6, 8 & 10	Approved by the Church Authority	2025
Responsible person	SOSJ Safeguarding Co-ordinator	Scheduled review date	2028



- j) Initiate physical touch with an adult at risk or child unless it is a legitimate occupational requirement.
- k) Behave in a manner which brings the Sisters of Perpetual Adoration's reputation into disrepute.

4. Consequences for breaching the Child and Adult Safeguarding Code of Conduct

- 4.1 A breach of this Code will constitute misconduct, and the Sisters of Perpetual Adoration may take appropriate disciplinary action which may include (however is not limited to), guidance or specialised help, education or training, transfer to other duties, counselling, and / or suspension, termination or dismissal from employment, service, or involvement with the Sisters of Perpetual Adoration.
- 4.2 Suspected breaches of this Code which constitute abuse or harm, must be reported to the SOSJ Safeguarding Co-ordinator via email: to [childsafeguarding@sosj.org.au], via telephone: (+61) 0488 041 015 or in person at: 9 Mount Street North Sydney NSW.
- 4.3 Any person who in good faith, raises a complaint or discloses an allegation of abuse will not be disadvantaged or prejudiced and will be protected from victimisation.
- 4.4 Allegations that a person listed at 2.2 of this policy has breached this Code, will be dealt with in accordance with the SOSJ Safeguarding Complaints Handling Policy and Reporting Procedure. Reports may also be made to external regulatory authorities or the police.
- 4.5 The Sisters of Perpetual Adoration has full discretion to put in place safety management plans or take disciplinary action where it forms a reasonable belief that doing so is necessary for it to ensure the health and safety of other people.

5. Record keeping

- 5.1 The Child and Adult Safeguarding Code of Conduct is to be acknowledged, read, and signed by all persons listed at 2.2 of this policy.
- 5.2 The (insert role of person) shall be responsible for ensuring all persons listed at 2.2 of this policy have signed the Safeguarding Code of Conduct. These records shall be retained for fifty (50) years and then destroyed, as aligned with the SOSJ Safeguarding Information Sharing and Record Keeping Policy.
- 5.3 All persons listed at 2.2 of this policy, shall be required to renew their signature to the Code every three years and / or when the policy document is revised and renewed, and / or if their position or role description changes.

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0 Aligns with NCSS 1, 5, 6, 8 & 10	Approved by the Church Authority	2025
Responsible person	SOSJ Safeguarding Co-ordinator	Scheduled review date	2028



6. Review

- 6.1 This Code will be reviewed every three (3) years or as needed.
- 6.2 The Congregational Leader or her delegate is responsible for ensuring the review and approval of this Code.

7. Related policies, procedures, documents, and legislation

- 7.1 This Code should be read in conjunction with the following related documents:
- (a) Child and Adult Safeguarding Commitment Statement
 - (b) SOSJ Adult and Child Safeguarding Policy
 - (c) SOSJ Risk Management Policy and Framework
 - (d) SOSJ Safeguarding Complaints Handling Policy and Reporting Procedure
 - (e) SOSJ Safeguarding Information Sharing and Record Keeping Policy
 - (f) SOSJ Recruitment and Induction Policy and Procedure
 - (g) SOSJ Compliance Check Policy
 - (h) SOSJ Managing Underperformance and Disciplinary Policy
 - (i) SOSJ Social Media Policy
 - (j) Our Common Mission, Australian Catholic Safeguarding Ltd, 2022
 - (k) Universal Guidelines Framework, Pontifical Commission for the Protection of Minors, 2024
 - (l) Integrity in the Service of the Church 2013
 - (m) Integrity in Ministry 2010
 - (n) Integrity in Our Common Mission 2023

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0 Aligns with NCSS 1, 5, 6, 8 & 10	Approved by the Church Authority	2025
Responsible person	SOSJ Safeguarding Co-ordinator	Scheduled review date	2028



Policy Name:	Safeguarding Code of Conduct
Responsible person	Safeguarding Co-ordinator
Approval Authority:	Congregational Leadership Team
Approval Date:	2025
Review Date:	2028

CLT approval date: 23.02.2026

Signature:



Please tick ☐

I have read, acknowledge, and agree to abide by this Code of Conduct within the context of my representation and relationship with the Sisters of Perpetual Adoration.

Printed Name:

Signature:

Relationship with the Sisters
of Perpetual Adoration:

Date:

Policy Name	Child and Adult Safeguarding Code of Conduct		
Version	v.1.0 Aligns with NCSS 1, 5, 6, 8 & 10	Approved by the Church Authority	2025
Responsible person	SOSJ Safeguarding Co-ordinator	Scheduled review date	2028