



## **FORM B**

***[To be signed by volunteers, paid or unpaid & all other participants, including employees, in projects involving contact with Children, Young Persons & Vulnerable Adults, collectively hereinafter referred to as C/YP/VA's]***

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## **SAFEGUARDING CODE OF CONDUCT**

### **1. Declaration**

**1.1 I truly declare that I have not been charged with or convicted in any jurisdiction of any criminal or disciplinary offence or incurred any civil or other penalty relating to any of the forms of abuse (including sexual harassment) or other prohibited conduct of a nature (regardless of its technical name) similar to what is defined or described in the Definitions Document DD-1 to be read together with this Safeguarding Code of Conduct. .**

**1.2 In consideration of the Association accepting me as a participant in the relevant project or projects, I hereby agree to abide by this Code of Conduct and not to engage in any of the said forms of abuse or other prohibited conduct, or any conduct which could reasonably be considered by the Association as rendering me unsuitable for employment or engagement as staff or as a volunteer in the Order of Malta's programmes or activities involving contact with C/YP/VAs.**

## **2. General Conduct:-**

Whilst employed, engaged by or when representing the Association or acting as a volunteer,

### **I will:**

1. Treat each and every person with respect, regardless of race, colour, sex, language, disability, age, religion, political or other opinion, national, ethnic or social origin, property, birth or other status.
2. Help to provide a welcoming, inclusive and safe environment to CY/YP/VAs, parents/guardians and all others participating in or otherwise attending to the activities of the Order and matters connected therewith.

3. In particular to do all within my power to protect CY/YP/VAs from abuse and other acts referred to in the Definitions Document DD1 (which I have read), including refraining from doing anything which might amount to physical or humiliating punishment on or ill-treatment of C/YP/VAs.
4. Encourage C/YP/VAs and other persons concerned to speak up about issues that affect them;
5. Familiarise myself with the Complaints Procedures set out below , and immediately report concerns or allegations for the safety or wellbeing of C/YP/VAs; and where appropriate speak with the Safeguarding Officer ("**SGO**") or Other Designated Person ("**ODP**") as defined in the Definitions Document.
6. Speak with the Association's office-bearers, where necessary or appropriate, about any concerns I have of my involvement in any situation where my words, action or behaviour may be misinterpreted; or if I am involved in any situation which would be likely to have a negative impact on the reputation of the Association.
7. Ensure that, whenever possible, another adult is present when I am working with C/YP/VAs in programs or activities of the Order of Malta..
8. Immediately disclose all charges, convictions and other outcomes of an offence (including regulatory or disciplinary offences) if any occurring during my employment/engagement with the Association that has anything to do with acts of violence, dishonesty, exploitation or abuse of C/YP/VAs or others.
9. Respect the personal privacy and private data of others.

10. Immediately inform the Project Leader of the program activity I am engaged in, or the SDO or the ODP or any of the Association's office-bearers when I notice potentially unacceptable behaviour towards or abuse of others.

**And I will**, in particular:-

1. Not use language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with or in the presence of C/YP/VAs '
2. Not to engage in behaviour to shame, humiliate or degrade C/YP/VAs or otherwise emotionally or psychologically abuse C/YP/VAs Including exposing them to family violence.
3. Not use social media to contact, access, solicit, befriend a C/YP/VAs involved in Association programmes or activities and not place images of those C/YP/VAs on personal social media sites, unless permitted or authorised by the Association in writing;
4. Not condone or participate in behaviour with C/YP/VAs.
5. Not spend time with C/YP/VAs involved in the Association programmes and activities outside the programmes or activities they are attending unless I live and work in the same community and come together with those children and young people in the context of my family, social and community life. Even in such situations, I will act prudently and will continue to comply with this Code of Conduct and be a positive role model and mentor for those C/YP/VAs and not discuss private/confidential Information concerning them outside any of the Association programmes or activities. Further, if such C/YP/VAs are already under the care of a designated Social Worker in an NGO such as Caritas, the NGO and the Social Worker should in general be informed.
6. Not to unlawfully or unjustly discriminate against any person or persons (including not to engage in unjust reverse discrimination nor to unjustly favour one C/YP/VA against another or to the exclusion of others).

7. Not hire C/YP/VAs for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of Injury.

8. Not do things for C/YP/VAs involved in the Association programmes or activities of a personal nature that they can do for themselves such as toileting or changing their clothes;

9. Not sleep in close proximity to C/YP/VAs involved in the Association programmes or activities that I am working with or in contact unless it is absolutely necessary and in which case I will keep the Association fully informed and ensure another adult is present, where possible (noting that this does not apply to my own children).

## **2. Use of C/YP/VAs' Images**

When photographing or filming C/YP/VAs or using C/YP/VAs images for the Order's news-related purposes, I must:-

1. Assess and endeavour to comply with any restriction for reproducing personal images before photographing or filming C/YP/VAs.
2. Obtain informed consent from the parent/guardian of C/YP/VAs before photographing or filming C/YP/VAs. As part of this, I must explain how the photograph or film will be used.
3. Ensure photographs, films, videos and DVDs present C/YP/VAs in a dignified and respectful manner and not in a vulnerable or submissive manner. Ensure images are honest representations of the context and facts.
4. Ensure file labels, meta-data or text descriptions do not reveal identifying information about C/YP/VAs when sending images electronically or publishing Images in any form.

### 3. Complaints Procedure and Responding to a Report of Abuse:-

Each case depends on its own facts and the response to a report of abuse will also vary according to the circumstances but in general upon receiving a report of abuse I must:

1. Assure the person making the complaint that he or she will be taken seriously.
2. Listen to what is being said.
3. Stay calm.
4. Not probe for detail.
5. Empathise but not jump to conclusions.
6. Not disturb anything that may be evidence.
7. Not promise complete confidentiality but explain that there is a duty to report the complaint to a person responsible for handling complaints, such as the SGO or the ODP
8. Not attempt to question the alleged abuser.
9. Ensure that the person affected is in safe environment and where necessary is being attended to medically and/or in other ways;
10. Inform the SGO or ODP who will, among other things, consider whether this is a case for mandatory report to the police or other external authorities; .
- 11 Tell all the facts that I have been told or observed and not give merely subjective interpretations of my own;.
- 12 Record accurately details of the report, including the date and time of the incident, the people involved, the observed injuries if any, as well as the appearance and behaviour of the victim and what they have said.
12. Be prepared to co-operate, as requested, in any reasonable way with the subsequent safeguarding enquiry.

If I think that someone is being abused or that poor standards of care are making for conditions in which there is a risk of abuse, I have a duty to report this by writing down

what it has been witnessed, including dates, times, places and people involved, and make a report to the SGO or ODP or the Hospitaller, President or other office-bearer as soon as possible.

#### 4. Breach of Code of Conduct

6.2 I agree that, In response to any breach of this Code of Conduct, and without derogating from such legal obligations as may arise, the Association may apply all or any of the following measures:-

- I. issue a warning;
- II. arrange supervision or counselling;
- III. require further training or education;
- IV. report the molester (or suspect of a criminal offence) to the police or other relevant authorities \;
- V. report to the ecclesiastical authorities or their Religious Congregation or Order (with regard to the conduct of priests or religious);
- VI. suspension (whether temporary or permanent)
- VII. termination of the engagement

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Signature

\_\_\_\_\_  
Date

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Name (printed)