

# Child Protection and Other Safety Concerns Working Group Attachments

ALL ATTACHMENTS INCORPORATE REVISIONS MADE FOLLOWING THE PREPARATORY SESSION, HELD ON 22 May 2022

## ATTACHMENT 1: CODE OF CONDUCT

### We are grateful that you have joined us We want you to feel Welcome

Quakers are a community committed to caring for one another and for the world around us. We seek and respect 'that of God' in every person - in all our lives, both public and personal.

We are committed to peace, integrity, equality, sustainability and justice.

This Code of Conduct explains our expected behaviours when interacting with people of all ages.

Australia Yearly Meeting (AYM) Child Protection and Safe Quaker Community policies are available at [www.quakersaustralia.info/resources/policies](http://www.quakersaustralia.info/resources/policies).

## Code of Conduct

### We are committed to:

- Treating every person with respect
- Fostering healthy, supportive relationships between people of all age groups
- Listening and responding to the concerns of children and adults
- Acting in a manner that promotes and enhances the wellbeing of all
- The ethical and sustainable stewardship of our resources.

### As individuals, we are expected to:

- Be aware of and follow AYM Quaker Child Protection and Safe Quaker Community policies
- Create an environment that is welcoming, culturally safe, inclusive and encourages participation
- Include people in decision-making about activities, policies and processes that concern them
- Respond promptly to any concerns or complaints of child or adult harm or abuse.

### We will not:

- Engage in any activity that is likely to harm anyone
- Discriminate against anyone
- Use inappropriate language, show or provide or allow anyone access to inappropriate images or material, or engage in abusive sexual activity
- Work with children or adults while under the influence of alcohol or prohibited drugs

### If you think that this Code may not have been followed ...

Take immediate steps to ensure any children or adults at risk are safe.

Promptly inform a responsible person in your Meeting.

Failure to follow this Code may affect your ability to participate in Quaker activity

## Who Can I talk to?

Please talk to someone you trust if any of these matters lead to personal concern. This may include your Regional Meeting Clerk, another trusted Friend or a Safe Quaker Community contact.

**Contact details** for Child Protection, Safe Quaker Community, Elders and Pastoral Carers are available at [www.quakersaustralia.info/resources/administration-resources/regional-meeting-resources](http://www.quakersaustralia.info/resources/administration-resources/regional-meeting-resources)  
If you need immediate help you can call Lifeline anytime on 13 11 14.

DRAFT AYM May 2022

## ATTACHMENT 2: COMMUNITY AGREEMENTS FOR ONLINE EVENTS

### Our Community Agreement

Australian Quaker Practice at on-line events

**By attending an on-line Quaker meeting or gathering you agree to follow the behaviours outlined in this agreement**

Quaker gatherings are enriching experiences which help build positive, inclusive communities. It is important for us all to consider what impact our behaviour and words might have on others. We all need to practice listening and speaking to each another with care to ensure all have this enriching experience.

Quakers are not immune from the bad behaviour which can easily occur online, particularly with social media activity. Interactions between Friends can result in pain and distress - online and in person. This may arise from unconscious patterns of behaviour. Behaviours such as bullying, harassment and verbal abuse are not acceptable and will not be tolerated. If you experience or witness unacceptable behaviour by anyone in our community, please contact an Elder, Pastoral Carer or other trusted Quaker. Contact details are available at [www.quakersaustralia.info/resources/administration-resources/regional-meeting-resources](http://www.quakersaustralia.info/resources/administration-resources/regional-meeting-resources).

### ***For any Australian Quaker online gathering:***

- Please follow the guidance provided for each event on safeguarding and security
- When talking or writing to other participants be compassionate in your communication. For example, pause before pressing 'send' in an email or an online chat message; consider whether you are saying something you would later regret.
- Be mindful of how sensitive an issue may be to others when discussing views and beliefs.
- Respect the experiences and opinions of others even if they differ from your own. Be open to change.
- When sharing your comments, express your own view. Think before you claim to speak on behalf of others.
- Avoid the temptation to chat to others during an online meeting, in the same way we would not chat to neighbours during a face-to-face Quaker meeting.

- Friends who are closely involved in facilitating online events may need uninterrupted reflection time during session breaks.

We all need to maintain our discipline of coming together to 'know God's will for the gathered group' as we face the challenges of meeting remotely. If someone does not abide by these guidelines, Clerks and Elders must consider ways to protect the safety of the group, which may include blocking access to an event.

*“Respect the wide diversity among us in our lives and relationships. Refrain from making prejudiced judgments about the life journeys of others. Do you foster the spirit of mutual understanding and forgiveness which our discipleship asks of us? Remember that each one of us is unique, precious, a child of God.”*

*Australian Quaker Advices and Queries 24*

This document has been adapted from the Britain Yearly Meeting (BYM) Community Agreement which all BYM participants are obliged to agree to as part of BYM registration

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### ATTACHMENT 3: INCIDENT REPORT

## INCIDENT REPORT

Please use this form for any incident that may require reporting eg. an injury at a Quaker premises for insurance purposes, a complaint or an allegation that may require follow-up. **NB Some incidents require mandatory reporting within specified timeframes.** Please check with your Regional Meeting Clerk about your jurisdiction’s reporting obligations and help with follow-up.

<b>DATE &amp; TIME:</b>		
<b>WHERE:</b>		
<b>WHO WAS INVOLVED:</b>	<b>Name(s)</b>	<b>Contact details</b>
<b>WITNESS(ES):</b>	<b>Name(s)</b>	<b>Contact details</b>

<p><b>WHAT HAPPENED?</b>  HOW DID IT HAPPEN?  WAS THERE ANY INJURY  OR DAMAGE?</p>	
<p><b>ACTION TAKEN AT THE  TIME:</b></p>	
<p><b>WHO IN RM or YM  WAS NOTIFIED:</b></p>	<p><i>Who was notified? Who notified them? When was it notified?</i></p>
<p><b>FOLLOW-UP ACTION:  (including any debrief with those impacted)</b></p>	
<p><b>Report made by:</b></p>	<p>Name: _____ Date: _____</p>

***This form may include personal confidential information. Please ensure that copies are stored securely.***

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