**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.

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| Signature of Chaplain | Name of Chaplain |
| Name of School | Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ |
| A copy of this document must remain in the school’s records. |