**CODE OF CONDUCT FOR CHAPLAINS IN VICTORIAN GOVERNMENT SCHOOLS**

For Victorian Government schools that are not participating in the Commonwealth Government’s National School Chaplaincy Programme (NSCP).

Chaplains must comply with all State and Commonwealth legislation, and with all relevant Department of Education and Training (the Department) and Victorian 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 Departmental and Victorian 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, 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
* deliver special religious instruction.

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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.**

Further information on the provision of chaplaincy services in Victorian government schools is available at:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/chaplaincy.aspx>.