



Catholic Archdiocese of Perth

Safeguarding Personal Declaration



*** Confidential ***				
Church Worker Employee	<input type="checkbox"/> Clergy/Religious	<input type="checkbox"/> Seminarian	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid/Volunteer
Role/s				
Surname		First name/s		
Name previously known by		Date of birth	/	/
Address				
Email				
Mobile Number		Phone Number		
Diocese/Religious Institute/Parish/Agency/Office Name				
WA Working with Children Card No (If applicable)		Expiry Date		
Other than the Parent or Child Volunteer Exemption, have you been denied a WA WWCC Card?				<input type="checkbox"/> Yes <input type="checkbox"/> No
National Police Clearance No (If applicable)		Issue Date		
ACMR Australian Catholic Ministry Register ID (If applicable)				
<p>Please mark those statements that you are currently able to affirm unconditionally</p> <ul style="list-style-type: none"> <input type="radio"/> There are not currently any complaints of abuse against me <input type="radio"/> I am not subject to any past substantiated complaint of abuse. <input type="radio"/> There are no circumstances that could lead to a complaint of abuse against me. <input type="radio"/> There are no other circumstances past or present that may lead to a conclusion that I pose a risk to children, young people or adults at risk. <input type="radio"/> I have read, understood, and will comply with the Catholic Archdiocese of Perth Code of Conduct that reflects the standard of the Church's National Code – Integrity in Our Common Mission. 				
If you are unable to affirm any of these statements, please provide further details below and any relevant documentation.				
VISITING CLERGY, RELIGIOUS & LAITY USE ONLY (if applicable):				
Visitation Dates	From	/	/	To: / /
Purpose of Visit				
Visitation Location/Address				
Non-WA WWCC No.		Expiry Date		
Declaration				
The information provided is correct. I understand that, if it is found I have withheld information or included any false or misleading information, I may be removed from my position without notice. I understand that I may be subject to further checks. This information will be kept securely at the CAPAC, parish/agency, or Safeguarding Office.				
Sign		Date		
Name				
<p><u>CLERGY/RELIGIOUS</u> RETURN THIS FORM TO THE OFFICE OF THE VICAR GENERAL AND RETAIN A COPY.</p> <p><u>CHURCH WORKERS</u> (PAID AND UNPAID) RETURN THIS FORM TO THE PARISH/AGENCY/OFFICE.</p> <p><u>SAFEGUARDING OFFICERS</u> RETURN THIS FORM TO THE SAFEGUARDING OFFICE AND RETAIN A COPY.</p>				



Code of Conduct (Short Form)

The Catholic Archdiocese of Perth is committed to the highest standards of social and ethical behaviour. This document is a summary of expected behaviours, reflecting the requirements and obligations of the Archdiocesan Code of Conduct.



Gospel Values

All people who serve the Church have a responsibility to uphold the teachings of the Gospel by acting in a manner that follows the example of Christ. **Faith, Compassion, Forgiveness, Gentleness, Hope, Humility, Integrity, and Justice** are truths that are brought to life in the way we relate to each other, serve others, and conduct our day-to-day work.

Gospel values find expression in respect for the **dignity** of each person, acknowledgement of the **giftedness** of each person, commitment to building **positive relationships** and maintaining **professional boundaries**, upholding the requirements of **privacy and confidentiality** and a willingness to take **responsibility and accountability** for our actions.

Specific Standards

So that we can be assured that our actions are in keeping with the mission and values of the Church, the Archdiocese has a Code of Conduct that sets out specific expectations that must be adhered to when acting on behalf of the Church and in service to others.

The Code is applicable to employees, volunteers, church workers (paid or unpaid), clergy and religious.

Our Code of Conduct reflects the standards of the Church's national conduct framework, *Integrity in Our Common Mission*

Examples of expected behaviours include:

- Engaging in work practices that comply with Archdiocesan policies and procedures.
- Acting equitably, fairly, and reasonably when making decisions.
- Avoiding behaviours that could be perceived as harassment, bullying, victimisation or discrimination.
- Avoiding behaviours that could constitute sexual misconduct including sexual harassment, sexually inappropriate behaviours, or grooming.
- Acting honestly and with integrity (e.g., disclosing conflicts of interest, conducting social media and online activities in a responsible and appropriate way).
- Acting to protect the safety and wellbeing of children and vulnerable adults in compliance with Safeguarding requirements.
- Using Church funds, equipment, and property in a responsible way.
- Maintaining workplaces that are healthy and safe.
- Communicating with one another in a genuine, open, and respectful way.
- Reporting concerns about unethical behaviour, wrongdoing, or abuse.

Information & Advice

For additional information about expectations and requirements, please refer to the Code of Conduct (in full) and related policies and procedures located on the Archdiocesan website or intranet. If you have queries or concerns about conduct expectations or the conduct or actions of others, please seek guidance from:

- **Head, People & Culture**
peopleandculture@perthcatholic.org.au
- **Director, Safeguarding Program**
director.safeguarding@perthcatholic.org.au;
- **or your supervisor**

PERSONAL COMMITMENT

Acting in service of the Lord, I accept that my conduct reflects on the Catholic Church. I commit to follow Christ's example and to act in keeping with the requirements of the Code of Conduct.



This Code of Conduct for the Church community of the Catholic Archdiocese of Perth supports the ACSL National Catholic Safeguarding Standards.

Code of Conduct (Short Form) | Approval Date: 17-07-2024