

**CATHOLIC DIOCESE OF BROKEN BAY
CODE OF CONDUCT FOR LEADERS'
WORLD YOUTH DAY 2023**



**CATHOLIC
DIOCESE OF
BROKEN BAY**

The World Youth Day Pilgrimage Coordinator, Pilgrimage Coordinator and Animation Lead, Bus Leaders, Assistant Bus Leaders, Chaplains, Pilgrim Group Leaders, Case Manager, Counsellor, Leader of Communication, CSBB Communication, Night Supervisors, Bishop and Director of Schools are all considered to be “**leaders**” on the Diocese of Broken Bay (**Diocese**) World Youth Day (**WYD**) Pilgrimages.

Being a leader on WYD requires working closely with children and young people to ensure that they are safe and supported during the Pilgrimage. This is both a great responsibility and privilege.

In attending the Pilgrimage to World Youth Day 2023, you will be representing the Diocese. Therefore, it is important that leaders are willing to ensure compliance with the Diocesan standards of behaviour that are expected by persons in positions of leadership.

The conduct of leaders is expected to be consistent with the purpose and ethos of the WYD Pilgrimage. This includes ensuring conversations, spiritual and other activities are conducted in a manner consistent with the purpose of the WYD Pilgrimage.

The purpose of this Code of Conduct is to:

- a. support those in leadership positions on the Pilgrimage to have a clear understanding of the expectations about their own behavior and the behaviour of other leaders during this time;
- b. give clarity to those responsible for supervising the leaders on the Pilgrimage about what is expected of the leaders;
- c. enable a prompt and proper response to any breaches of this Code of Conduct.

A reference to a **person** in this Code of Conduct includes all Pilgrims (both under 18 years, and over 18 years) attending WYD with the Diocese of Broken Bay.

1. COMPLIANCE	<p>WYD Leaders will;</p> <ol style="list-style-type: none"> 1. Support the core values of the Diocese in their actions and dialogue. 2. Have knowledge and an understanding of key policies (as applicable), including (but not limited to): <ul style="list-style-type: none"> • Integrity in the Service of the Church (non-clergy) • Integrity in Ministry (clergy and religious) • Professional Guidelines for school staff in their Relationships with Students (CSBB school staff) • Diocesan Code of Conduct • Catholic Schools Broken Bay Code of Conduct 3. Comply with lawful instructions and policies of the Diocese. 4. Take reasonable steps to protect pilgrims from foreseeable risk of injury and to always protect their own health and safety. 5. Take reasonable steps to ensure that pilgrims are safe from all forms of harassment, bullying and unlawful discrimination. 6. Not engage in any illegal drug taking, purchase, sale or the transporting of any illegal drugs.
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	<ol style="list-style-type: none"> 7. Expect that Pilgrim Group Leaders, Chaplains, Counsellors, Night Supervisors will complete their duties respectfully in accordance with the directions, procedures and protocols provided by the WYD Coordinators and Bus Leaders. 8. Only engage in outings that are not a part of the program, after consultation with the Bus Leader; 9. Be punctual, diligent, and sensitive to the needs of the pilgrims. 10. Participate in all briefing, sharing and debriefing sessions. 11. Comply with the local laws of the country and culture. 12. Adhere to all advice provided prior to, and during, the Pilgrimage which addresses cultural, health and security issues. This includes: <ul style="list-style-type: none"> • personally packing, securing, and having knowledge of what is contained in personal luggage; • reporting any new injury/illness, or change to an existing medical condition, to the WYD Coordinators; • not sharing any prescribed medications with any other person; • not sharing any object (syringes, razors, toothbrushes, other personal hygiene items and grooming aids) that may come into contact with blood or other bodily substances; • being cautious and responsible with the storage and supply of medications for self or others.
<p>2. PROFESSIONAL STANDARDS</p>	<p>WYD Leaders will;</p> <ol style="list-style-type: none"> 1. Adhere to an appropriate standard of dress and be aware of cultural sensitivities, particularly regarding religious sites. This means that all pilgrims should never wear short shorts or short dresses and skirts, midriff tops, low cut tops and tops with thin straps out cut outs on pilgrimage. T-shirts should not bear offensive slogans or images. 2. Use language that is appropriate and non-threatening. Promote the rights of children and young people and advocate and refer to the counsellor if required. 3. Maintain the security of all official and confidential information. 4. Report to their Bus Leader all inappropriate conduct matters, or high-risk conduct of any person, that are brought to their attention, particularly: <ul style="list-style-type: none"> • Any sexual offence or sexual misconduct • Crossing of adult or professional boundaries • Any physical assault, ill-treatment, or neglect of a pilgrim • Any behavior that may cause psychological harm. • High risk or inappropriate conduct between pilgrims • Misuse of social media or technology



5. Not engage in conduct of a sexual nature that is improper, including inappropriate touching, inappropriate conversations, suggestive remarks or innuendo, obscene gestures, sexual exhibitionism, personal correspondence, exposure of children or young people to sexual behaviour or material.
6. Not expose a young person to material that contains violent, inappropriate sexual messages or adult concepts and themes that are inappropriate for their age and level of maturity.
7. Avoid, as far as possible, being alone with a pilgrim.
8. Be familiar with and adhere to the *WYD Behaviours to Encourage and Behaviours to Avoid* document.
9. Avoid receiving gifts from individual pilgrims. If a gift is offered to a Leader, the Leader is to inform their Bus Leader or WYD Coordinators immediately. Do not offer individual pilgrims' gifts.
10. Ensure that physical contact with pilgrims is reasonable for the purpose of their management or care. Examples include:
 - Assessing a pilgrim who is injured or ill.
 - Protecting a pilgrim from imminent danger to themselves or others

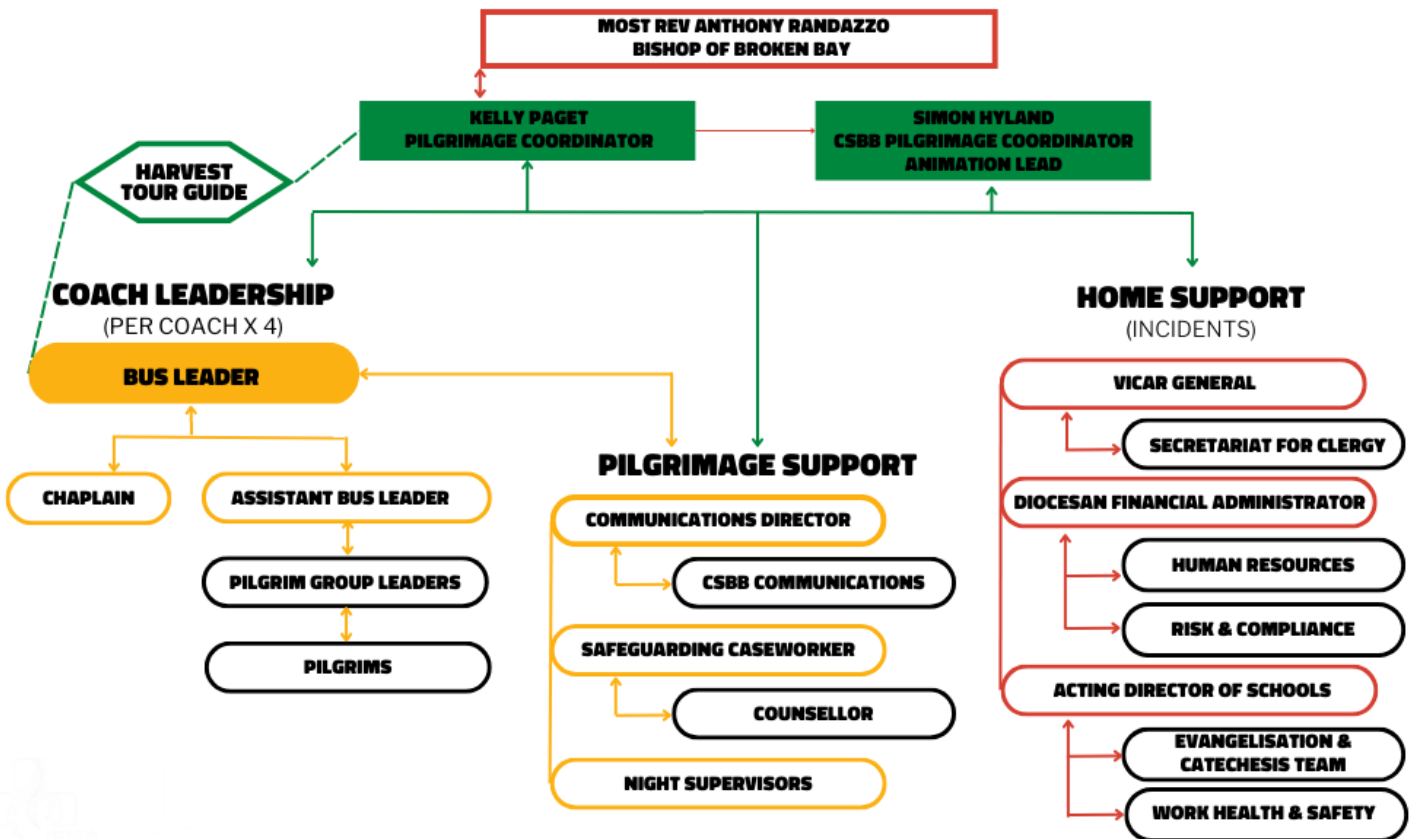
if you have had to engage physically with a pilgrim you must notify your leader and provide a file note.
11. Not apply corporal punishment or physical force to punish or correct a person. This includes, hitting, kicking, shaking, pulling, shoving, grabbing, pinching, poking, and pushing a person, or any unreasonable or unnecessary restraint.
12. Use technology and social media in a responsible and safe manner. Do not communicate with pilgrims by way of private emails, private mobile phones or social media before or after the Pilgrimage. regular communication during WYD will be through the approved WYD method only, no direct contact with students is to be made by any personal device, or platform including email, social media unless in the case of emergency.
13. Have an understanding of the Broken Bay WYD Critical Incident Management Plans and official WYD reporting lines and make reports in accordance with Diocesan expectations and WYD Coordinator's directions. You have a legal obligation to report any serious incidents to the Bus Leader or WYD Coordinator to ensure any mandatory obligations are met.
14. Report incidents, injuries and accidents to Pilgrimage leaders, including situations which cause discomfort.
15. Avoid risk-taking which could compromise the health and safety, and duty of care of pilgrims.



	<p>16. Abstain from consuming intoxicating amounts of alcohol and abstain from drinking alcohol completely whilst supervising pilgrims under 18 years.</p> <p>17. Not provide children or young people Alcohol, tobacco tobacco-based products or any illegal substances.</p> <p>18. Act respectfully at all times, including respecting cultural, ethnic and religious differences.</p>
<p>3. GENERAL EXPECTATIONS</p>	<p>WYD Leaders will;</p> <ol style="list-style-type: none"> 1. Be honest and act with integrity at all times. 2. Respect the privacy and dignity of all persons. 3. Be familiar with and follow the Diocesan Commitment to Safeguarding 4. Adhere to the principles of confidentiality before, during and after the Pilgrimage. This means, not sharing with any other persons any sensitive or personal information about another person unless: <ul style="list-style-type: none"> • The person you share it with needs to know for professional purposes (such as advising the Pilgrim Leader of a disclosure of abuse or harm or a health issue presenting for a pilgrim); • It is required by law (such as a police report is needed); • It is required to prevent harm or abuse to a person (such as a situation where a person may be at risk of harm to self or other). 5. Express constructive feedback considerately and in a moderate tone. 6. Be caring, respectful, and compassionate towards the pilgrims in their care. 7. Be courteous, fair, sensitive and considerate to the needs of others. 8. Any necessary behaviour management should be consistent with the CSBB Behaviour Management policies and uphold the young person rights and focus on deescalating the situation. 9. Respect the culture of the countries, paying particular attention to local law and social/religious sensitivities; 10. Observe the requirements of each location, particularly site-specific rules and protocols. 11. Take responsibility for their own wellbeing, communicating their own specific needs and be open to feedback and receiving support.



PILGRIMAGE LEADERSHIP ORGANISATION CHART





DECLARATION:

- I understand that my behaviour must be of a professional standard and consistent with the expectations, values and beliefs of the Diocese of Broken Bay.
- I also understand and accept the authority of the organisers of the Pilgrimage.
- I understand the Diocese of Broken Bay World Youth Day Leadership Structure as presented in this Code of Conduct, my role within it and who I report to.
- I acknowledge that if my behaviour is not acceptable and there is a serious breach of the Code of Conduct, then I may face dismissal from the Pilgrimage and be required to return to Australia at my expense. On my return, there may be further consequences in response to my behaviour and employment.
- If I perceive a breach of conduct by a leader on a Broken Bay WYD Pilgrimage, I will report it to a Bus Leader or the WYD Pilgrimage Coordinators.
- I have read and understood this Code of Conduct and agree to adhere to the expectations outlined in this document.

Leader's Name (*please print*): _____

Signature: _____

Date: _____



BEHAVIOURS TO ENCOURAGE

This document reflects a summary of the key expectations of the Catholic Diocese of Broken Bay for volunteers, employees and Chaplains that undertake a leadership role during WYD Pilgrimage in 2023. This document supports the Code of Conduct for WYD leaders.

- Patience and Understanding:** It is best practice to cater for the developmental and individual needs of the pilgrims and leaders in one's care. Each pilgrim will come to the event with different backgrounds, lived experiences and faith formation. Some will find the event challenging at times. It is important that leaders approach each individual with understanding and compassion.
- Well-planned:** Leaders are at their best when they are prepared and activities are well-planned. This includes being prepared for situations that could go wrong and knowing the relevant risk assessment to apply.
- Positive climate:** Establishing a positive climate, where pilgrims and leaders have good rapport and open lines of communication will help prevent seemingly minor issues erupting into complaints or concerns. Children and young people feel safer in relationships that have an appropriate balance of power and they are spoken to and treated with respect and dignity.
- Diversity with dignity:** Different pilgrims will be more sensitive to different management styles and experiences on the Pilgrimage than others. This is why it is so important for leaders to know their pilgrims and have a pastoral understanding of their individual circumstances as appropriate.
- Use of a calm, consistent voice tone and non-threatening language:** The way in which pilgrims are addressed is equally as important as the words that are used. Pilgrims are aware of their own responsibilities and code of conduct. Any requirement to address pilgrims about their conduct is best done in a manner that is not emotionally threatening, demeaning or belittling.
- Professional teamwork:** An ongoing commitment to checking in with one's nominated leader and seeking advice or support as needed is important.
- Empathy and respect for pilgrims and leaders:** All pilgrims and leaders are deserving of equal understanding and consideration.
- Age and circumstances are very relevant. The safety of a pilgrim may well require a responsible person to use physical contact or be alone with them. In exercising judgement, it is wise to err on the side of caution. Some principles might include ensuring that:
 - I. every effort is made not to be alone with a student
 - II. informing another leader if you need to be one on one with a pilgrim
 - III. you are visible to other people when dealing with pilgrims
 - IV. Pilgrims are not dealt with behind closed doors.
- Self-evaluation:** Important aspects of being a leader include a willingness to reflect on personal leadership style and being prepared to make changes if that style is not entirely in line with current expectations.

Seek help from other leaders if you are feeling overwhelmed or if you need extra support.



UNACCEPTABLE AND MAY BE UNLAWFUL BEHAVIOURS

This document reflects a summary of the key expectations of the Catholic Diocese of Broken Bay for volunteers, employees and Chaplains that undertake a leadership role during WYD Pilgrimage in 2023. This document supports the Code of Conduct for WYD leaders.

- Personal comments: engaging in communication that is overly personal and breaches a professional boundary. This includes** comments about a pilgrim's physique or appearance, even when well-intended, may be misconstrued.
- Intimidating or threatening statements:** Remarks of this nature towards pilgrims are not acceptable in any circumstance. **Sarcasm** is also a style of communication that can be easily misinterpreted by others.
- Name calling:** Use of derogatory terms when addressing pilgrims, teasing or withdrawal of praise are all practices that can damage the relationship between leader and pilgrim.
- Excessively authoritarian in behaviour management:** This behaviour places the power entirely with the leader and can easily make a young person/pilgrim feel unsafe.
- Inappropriate physical contact:** Physical contact is only appropriate as outlined in the WYD Code of Conduct. Using an object, such as a book, to gain a person's attention in a hostile or inappropriate physical manner is not ok. Physical contact during activities such as swimming, sport or spiritual activity is not acceptable unless it is approved as part of the activity or is essential for safety or attending to a pilgrim who is injured or sick.
- Interactions that are likely to break trust:** Those in leadership with children and young people (including young adults) must always be aware that their interactions are based on a special trusting relationship and this relationship is open to great scrutiny. Relationships that are overly familiar or that cross adult and/or professional boundaries are not acceptable.
- Private communication:** do not communicate with pilgrims by way of private emails and private mobile phones before or after the Pilgrimage. regular communication during WYD will be through the approved WYD method only, no direct contact with students is to be made by any personal device, or platform including email, social media unless in the case of emergency.
- Use of Alcohol and other drugs:** (as per what is in the code)
- Any criminal behaviour:** including any conduct of sexual nature, sexual abuse, physical abuse, neglect, behaviour that may cause psychological harm

There is no denying that some pilgrims may misbehave or test our patience during a Pilgrimage. It is important to deal with these matters in ways that are compassionate and address the core issue, rather than in ways that are punitive in nature. Advice and support from other leaders should be sought as required.