

Ethical and Behavioural Code of Conduct

I. Ethical Requirements

1. Staff and volunteers must live in accordance with the general requirements of **Christian ethics**, especially during events and programs organised by SU Hungary.
2. Staff and volunteers must act **fairly**, and treat participants appropriately. It is of primary importance that participants must be **protected** from physical, emotional and intellectual **dangers** during the organisation and holding of events and programs. Staff and volunteers must not put participants, whether individually or as a whole, in danger.
3. Through the decision making process it is prohibited to **discriminate** unjustly between participants, however it is expected to support strengths which result from such differences.
4. Participants' **legal rights** must be respected at all times.
5. Staff and volunteers **must not abuse their position**, not terrorising, harassing or abusing participants. Offensive and hurtful communication is forbidden.
6. **Conflict** between participants **must be handled**. Staff and volunteers can not ignore the situation if participants harass, make fun of, humiliate or abuse others, including cases occurring online.
7. **Discipline** must be used, but not excessively, humiliatingly, or shame-inducingly, and must not include the use of physical or emotional strength. In each case, forgiveness and peace-making must happen appropriately based on Biblical foundations. Physical intervention can only occur if one or more participants are in danger or the participants' actions or behaviour could cause injury to another person.
8. Staff, volunteers and participants can not initiate or establish **sexual relationships** outside of marriage. Physical contact must be avoided, only to be used for consoling, encouraging, guiding, or in performing drama.
9. Staff and volunteers must not make comments with **sexual content or references**, must not make body movements of this type, or play games that lead to this with the children.
10. It is **forbidden** for participants to make pornography available, or any such material where any form of sexuality is depicted, or involving self identification as a gender differing from that at birth, sex changes, or the popularising of homosexuality.
11. Staff and volunteers representing SU Hungary can not carry out any activity concerned with sexual culture, sexual life, sexual orientation, sexual development, the harmful effects of drug consumption, dangers of the internet, or related with other physical and mental health development.
12. Efforts must be made to ensure **both male and female staff or volunteers** take part where co-educational groups exist, which is especially true with camps with overnight stays. Where possible, staff or volunteer group leaders of single sex groups must be of the same sex. Staff and volunteers must not initiate conversations with children of the opposite sex that may lead to giving personal advice.
13. Staff and volunteers **must not spend time alone** with participants (or a small group of participants) away from others. Any kind of relationship building must take part within sight of others.
14. Staff and volunteers **must not enter or remain** in any area which serves the purposes for one or more opposite gender participants to stay, get washed or get changed.

15. Staff and volunteers' **communication** must be open, transparent and straightforward. Misunderstood situations must be avoided.
16. **Contact** of any type with child participants may only occur with the knowledge of approval of the National Leader of SU Hungary and parents.
17. Staff or volunteers **may not use** an established relationship or the authority gained in the eyes of the participant to guide the participant towards a specific Christian way of thinking.
18. It is prohibited to own, consume or make available to participants every type of **consciousness-altering substance** (eg. alcohol, drugs).
19. Upon becoming aware of a case of non compliance with the Child Protection Guidelines, and/or breach of relevant policies, it must be immediately **reported**. Every report, whether arising from participants, volunteers or staff, must be taken seriously. Nobody can feel that reports are being ignored.
20. Immediately upon receipt, reports must start to be **investigated**.
21. All **help and support must be given** to the injured party to process the hurt and so they can take the necessary legal steps.
22. **Learnings must be extracted** from the reports when investigated by the National Leader of SU Hungary and if necessary, the Child Protection Guidelines modified.

II. Conduct related to publication of recordings of participants made with camera and/or audio equipment

1. As a general rule, recordings of audio and images – irrespective of the type of recording device used – can only be published with the participants' or their legal guardians' written **permission**.
2. If the audio or image recordings are of a group, these can be published **without permission**, but in this case great care must be taken especially when the forwarding or future use is uncontrollable.

III. Conduct in the interest of protecting participants' safety

1. During the organisation of programs, events and camps, staff and volunteers are required to **assess**, measure, and minimalise the occurrence of possible **risks**. Taking unreasonable risks is not allowed.
2. Child participants can not be left without appropriate (adult) **supervision**.
3. Staff and volunteers must take care that child participants **are not left alone waiting** for parents or guardians at the end of the day.
4. Staff and volunteers **may not force** participants to take part in any program that would cause difficulties to them or carry a risk.
5. Staff and volunteers encourage participants to build relationships with each other with love, and **intervene** if the behaviour of a participant could endanger the others.
6. Staff and volunteers immediately report if the location (building, outdoor area) or the equipment used in the program directly or indirectly causes **danger** to life or the physical health of the people there. The report must be made to the person responsible for the location or equipment, as well as to the National Leader of SU Hungary. In case of immediate danger, the reporting stage can be omitted.

Staff and volunteers can decide to eliminate dangerous equipment that is owned by SU Hungary without first reporting it.

7. Staff and volunteers are to be informed about the local relevant **fire protection requirements**.
8. In the case of accident or injury, staff and volunteers offer **first aid** in the expected manner, or help other(s) with this. If needed, paramedics are called and immediately afterwards the person responsible for the location, the parents (carers, legal guardians) and the National Leader of SU Hungary are informed.

IV. Conduct in the event of a complaint from participants, where the complaint is not about the camp, the camp organising person, or other participants.

If a child opens up about any form of abuse, all persons involved in the case must act according to the following actions:

1. At the beginning of the conversation, or when abuse is first mentioned, it **must be clarified** with the child that, if necessary, the case **needs to be reported** to the person / organisation authorised to investigate. The child must be informed of the significance of the report and be assisted in the next steps.
2. If the child would like to continue what they have to say, the child must be **listened to** carefully and calmly.
 - a. Never prejudge and never underestimate the seriousness of the case,
 - b. Don't ask leading questions, (expecting a certain answer), and don't ask the child to repeat unnecessarily about the events,
 - c. Reassure the child that he/she has not done anything wrong.
3. Take **notes** about things seen, noticed and heard.
4. **Immediate action is required:** the person who heard the complaint, or who believes that a child is showing signs of serious neglect, must forward the information to the authorised person of SU Hungary. The authorised person is:
 - a. At camps, the camp leader,
 - b. Outside of camps, the National Leader of SU Hungary.

The camp leader is required to forward the matter to the National Leader of SU Hungary without consideration.

In all cases, the National Leader of SU Hungary decides on the next steps.

5. **Support Requirement:** The child will be facing a traumatic process, through which the child will go through complicated and complex emotional difficulties, the processing of which requires special attention. SU Hungary or its representatives must take every possible opportunity to support the child and family members.
6. Everyone who has heard of the matter must keep it strictly **confidential**.

V. Conduct for complaints made relating to the camp, a person involved in organising the camp, or another participant.

If at a camp, a person involved in organising the camp or another participant is accused of any significant wrongdoing, action must be taken as per the following:

1. The accused person must be removed from the program until the situation becomes transparent, and until a decision is made about further action. The accused person must be treated fairly and with respect.

2. The National Leader of SU Hungary must listen to the complainant about what happened. In the case of a camp, the camp leader acts in the name of the National Leader of SU Hungary. The Child Protection Guidelines' Appendix 3 or Appendix 4 **must be completed appropriately** with the facts that came to attention.
3. If the complaint has a **serious foundation**:
 - a. The National Leader of SU Hungary must ensure that SU Hungary **reacts efficiently** to every concern or problem that arises, and notify the appropriate authority on the basis of the current legislation. At the same time the accused person must be treated with **Christian compassion**.
 - b. If the said person is found to have committed sexual or significant physical or emotional abuse, he/she may no longer participate in the activities of SU Hungary or hold any position with SU Hungary, in addition to the liability and **legal consequences** prescribed by law.
 - c. During the investigation of the complaint and the enforcement of the consequences, the personal rights of the complainant must also be respected.
 - d. **Support obligation**: For the affected child and his family, SU Hungary and the persons acting on its behalf must provide support to the child and his/her family members to the best of their ability. Those who were indirectly involved in the case or witnessed it, as well as the affected communities, must be provided with the appropriate help to process the situation. If there are no obstacles, SU Hungary will offer spiritual care and additional expert help to the person who committed the abuse with the involvement of external organisations and persons.
4. If the complaint turns out to be **unfounded**, SU Hungary will take all possible steps in the interest of restoring the reputation of the accused person. SU Hungary takes onboard the commitment to protect people working with children from the consequences of unfounded accusations.

If the person **accused of abuse is a child**, even more care is needed and it must be taken into consideration that both parties are children. The National Leader of SU Hungary must take part in the process. More serious hearings can not be held until the National Leader of SU Hungary is fully clear about the relevant legislation and until an expert is consulted.

If the **National Leader of SU Hungary is the accused person**, then the chair of the SU Hungary Board of Trustees will take further action.