

SANTACPE INC.

CODE OF ETHICS

Preamble

This Code of Ethics derives its values from the Christian Gospel, seeking to express those values that are conveyed in God's New Covenant with human beings as revealed in Jesus Christ. That covenant relationship is used as the foundation upon which the ethical principles are formed.

It is from the life and ministry of Jesus as recorded in Scripture that we are able to translate that love into human relationships in general and into professional relationships in particular.

This Code of Ethics covers all SANTACPE Inc. accredited courses. In this document "participants" refers to all persons undertaking SANTACPE accredited courses and "supervisors" refers to all persons acting or accredited in supervisory roles.

In the context of our multi-cultural and multi-faith society participants/supervisors respect the values, dignity and diversity of all course participants. This includes matters of faith perspective, race/culture, age, gender, marital or family status, sexual orientation, ability or wealth.

1. Confidentiality

1.1 All participants and supervisors shall respect the integrity and protect the welfare of the person or group with whom they are working.

1.2 All pastoral and supervisory communications shall be treated in professional confidence – ie they will be confined to the SANTACPE context of training, supervision, debriefing and review processes.

1.3 Exceptions occur in the following cases:

- where the verbal/written communication clearly indicates physical, emotional or sexual danger to the author of the communication or to another person;
- where disclosure is required by law.

2. Professional Practice

2.1 Participants and supervisors with pastoral responsibilities have a responsibility to offer appropriate pastoral care in a professional manner according to the SANTACPE Inc. professional Standards.

2.2 Supervisors have a responsibility to facilitate students' learning according to the SANTACPE Inc. Professional Standards.

2.3 Participants and supervisors shall recognise the power that is inherent in the pastoral, supervisory and peer group relationships, and shall not use this power in a manner which is abusive, manipulative or unprofessional.

2.4 It is unethical for participants/supervisors to require or coerce students to disclose personal information either in seminars or individual supervisory conferences.

2.5 Participants/supervisors have a responsibility to respect the ethos and policies of the institution of which the CPE centre is a part and/or those of any other ministry placement.

2.6 Participants/supervisors shall not misrepresent their academic, professional or theological qualifications or authority.

2.7 Supervisors are required to maintain active participation in the life of SANTACPE Inc.

2.8 Supervisors are required to continue their professional and personal development through appropriate means, eg seminars, conferences, spiritual direction and re-accreditation.

2.9 Supervisors have a responsibility to be in a supervisory relationship of their own; to take care of their own levels of stress; to recognise the limits of their own competence; and so know when to refer students to others.

2.10 Supervisors ensure that satisfaction of their own needs is not dependent on the course participants (eg. They will not exploit this relationship for personal, financial, professional or sexual gain).

2.11 Supervisors are encouraged to respect the professionalism of all SANTACPE accredited supervisors, and to respect the participants' right to choose.

3. Contractual Obligations

3.1 CPE Centres will clearly state course requirements at the beginning of each unit of CPE. These will include hours required, work required etc. in accordance with the SANTACPE Standards.

3.2 A participant who is not meeting these requirements should be given adequate prior notice of the possibility of failure or dismissal, so that they have the chance to rectify the situation.

3.3 Participants/supervisors should be alert to the fact that the sharing of confidential and personal information may lead to feelings of physical or sexual attraction. Where this attraction is so strong that it threatens professional objectivity, and where this cannot be successfully addressed within the pastoral or supervisory relationship, the pastoral or supervisory relationship should be terminated. Alternative arrangements should then be made for appropriate pastoral care or supervision for both parties.

3.4 Please refer to Complaints Procedure (4 below) regarding any decision not to accredit, or to dismiss a participant for reasons other than failure to meet the appropriate professional Standards of SANTACPE.

4. Complaints Procedure

4.1 It is the policy of SANTACPE Inc. that any person making a complaint or being complained about should be treated in a sensitive and caring manner according to the principles of natural justice.

4.2 Any person wishing to make a complaint against a supervisor or any other person involved in one of SANTACPE Inc's registered Centre Programs shall contact the President of SANTACPE Inc. who will take their contact details and refer them to the Professional Standards representative, designated by SANTACPE Inc to receive and process complaints.

4.3 The Professional Standards representative shall establish contact with the complainant and listen to the complaint without judgement, providing any clarification which may prove helpful and adopting a mediation stance.

4.4 The Professional Standards representative shall explore with the complainant possible pathways for resolution of the complaint. These may include:

- that no further action be taken
- that the complainant formalize the complaint in writing to the Professional Standards representative.

4.5 On receipt of the latter option, the SANTACPE Executive will appoint a committee of 3 supervisors, one of whom will be the Professional Standards representative who will convene the complaint process. This committee shall not include any person against whom the complaint is made, or any person who may have an actual or perceived conflict of interest. The details of the complaint, including all written material shall be available to the complaint committee only.

4.6 If the complaint is against those who currently hold the position of President or Professional Standards representative, the SANTACPE Executive will make other appropriate appointments to the committee.

4.7 In the first instance this committee shall meet and consider the written complaint. The committee will then interview the complainant and at a separate time, any other person who may be involved including any person nominated by the complainant.

4.8 Persons interviewed will be invited to have a support person present. This person will only act in the role of observer and will not be a legal representative.

4.9 Following these interview(s), the committee will prepare recommendations for resolution. These will be provided in writing by the Professional Standards representative to the complainant, the respondent and the SANTACPE Inc. President. These could include:

- that no further action be taken;
- that a meeting be arranged between the complainant, the respondent and the committee, and convened by the Professional Standards representative with the aim of reaching an amicable resolution;
- that a recommendation be made to SANTACPE Executive that the complaint be referred to an external authority. This could include a church or institutional authority. SANTACPE Executive may take appropriate disciplinary action, including de-registration or suspension. The task of the Executive is to receive and make

recommendations only. The details of the complaint remain confidential to the committee which received the complaint.

4.10 The decision of the SANTACPE Executive shall be conveyed in writing by the SANTACPE President to the complainant and the respondent.

4.11 People who have been involved in and affected by this investigation shall be offered suitable professional support and debriefing.

4.11 At the conclusion of the proceedings all records shall be retained by SANTACPE Inc. in a secure place and in strictest confidence for a period of five years, after which they shall be destroyed.

Ratified by the SANTACPE Inc Executive

SignedPresident

.....Secretary

Date: