



Queensland Institute of Clinical Pastoral Education Inc. **Code of Ethics**

Preamble

This Code of Ethics derives its values from the Christian Gospel. These values have been adopted by **QICPE Inc.** Its members believe in their ability to transform lives through compassion, acceptance and respect of all.

This Code of Ethics covers all **QICPE Inc.** accredited courses. In this document “participants” refers to all persons undertaking **QICPE Inc.** 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 respect pertains to all matters including those of spirituality, faith, race/culture, ability, age, gender, sexual orientation, marital, family or socioeconomic status.

Controlled Document is in PDF format and is Controlled Documents folder in QICPE general files, held by QICPE Secretary.

Original is in MSWord

Organisation: Queensland Institute of Clinical Pastoral Education Inc	Description: QICPE Code of Ethics
Document Name: Staff Training Manual	Issue Date: 26 October 2016
Document ID: QICPE_Code_of_Ethics_Vers.1.1.0	Review Date: Annually between September & October, ratified at October meeting.



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. Any use beyond participants and supervisors will be strictly within the context of training, supervision, debriefing or review and all names will be pseudonyms

1.3 Exceptions to 1.2 occur in the following cases:

- where the verbal/written communication clearly indicates physical, psychological or sexual danger to the author of the communication, their supervisor, participant 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 **QICPE Inc.** Authorised Standards.

2.2 Supervisors have a responsibility to facilitate students' learning according to the **QICPE Inc.** Authorised 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. This means that the student chooses what to bring to skills training and individual supervision.

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 **QICPE Inc.**

2.8 Supervisors are required to continue their professional and personal development through appropriate means, e.g. 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 other professionals.

2.10 Supervisors ensure they will not exploit their relationship with participants for personal, financial, professional or sexual or emotional gain.

2.11 Supervisors are encouraged to respect the professionalism of all **QICPE Inc.** accredited supervisors, and to respect the participant's right to choose their accredited training centre.



3. Contractual Obligations

3.1 CPE Centres and accredited supervisors will clearly state course requirements at the beginning of each unit of CPE. These will include hours of attendance required, minimum visiting hours and other work requirements in accordance with the **QICPE Inc.** Standards.

3.2 Where a participant is not meeting these requirements, their supervisor must give them adequate prior notice. The participant must have the opportunity to rectify the situation. If the requirements are still unmet, participants will not receive a certificate of successful completion. This process must be conducted in a confidential manner, with the exception in confidentiality that the supervisor's own supervisor must be involved to ensure that fair due process is followed.

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, and for the participant to continue his or her training in an appropriate setting in future.

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 **QICPE Inc.**

4. Complaints Procedure

4.1 It is the policy of **QICPE 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 **QICPE Inc.**'s registered Centre Programs shall contact the President of **QICPE Inc.** who will take their contact details and refer them to the Professional Standards representative, designated by **QICPE 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 formalise the complaint in writing to the Professional Standards representative.

4.5 On receipt of the latter option, the **QICPE Inc.** 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 **QICPE Inc.** 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 **QICPE 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 **QICPE Inc.** Executive that the complaint be referred to an external authority. This could include a church or institutional authority. **QICPE Inc.** 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 **QICPE Inc.** Executive shall be conveyed in writing by the **QICPE Inc.** 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 **QICPE Inc.** in a secure place and in strictest confidence for a period of five years, after which they shall be destroyed.

Ratified by the **QICPE Inc.** Executive on 26 October 2016

[Signed] Vice-President Secretary

Annie Pfeffer

Chris Foote

Acknowledgment of Source Material

A source material developed and published by SANTCPE in South Australia provided a significant basis for the development of this document, and the value of this input is hereby acknowledged.