

THE DO'S AND DON'TS OF GOOD CHAPLAINCY

The DO's of Good Chaplaincy

Do learn and comply with all requirements of Queensland for Corrective Services.

Do read the SCB Handbook, QCS Chaplaincy Procedure, and the QCS Ethical Guidelines.

Do obey all instructions given to you by QCS custodial staff.

Do inform appropriate custodial staff when entering or leaving a unit or custodial area.

Do respect the essential humanity, worth and dignity of all people – both staff and prisoners

Do respect the privacy and confidentiality of prisoners.

Do show sensitive regard for the moral, social, religious and cultural standards of inmates

Do remember the golden rule of prison chaplaincy, "Nothing in, Nothing out!"

Do remember you are only hearing one side of the story ... there are probably three sides, the prisoner's, the Officer's or court's, and the right one.

Do avoid any kind of harassment, abusive words or actions, or exploitative coercion of inmates

Do remember to inform the centre if you cannot attend on your rostered day

Do follow Centre protocols and procedures if giving anything including books and Bibles to prisoners

Do warn prisoners that if they confess to a serious crime (for which they have not been charged) you may be obliged to report it to the authorities.

Do check that there is no DVO before in place before making contact with the wife or family of a prisoner

Do remember that

- The chaplain is in the Centre to pastor the inmates.

- The chaplain is in the Centre to bring the Word of God to the various needs of the inmates.
- The chaplain is there to listen to and support those hurting.
- The chaplain is there to make contact with hurting families, wives, children and bring them some comfort.
- The chaplain is also there to assist an officer or his family if required.

Do remember that the Prison belongs to the Department of Corrective Services, chaplains are visitors and need to show due respect and courtesy to staff.

Do report to management any prisoner who indicates in any way that he is considering suicide.

Do be honest when answering a prisoner.

Do keep your word.

Do be very explicit when saying, "No" to a request from a prisoner, and make sure the message is understood.

If you lose anything in an area accessed by prisoners, report it immediately and discreetly to the custodial staff.

When in a unit or anywhere that is open to prisoners do stay where the custodial officers can see you (they are responsible for your safety!)

If in doubt ... ASK!

The DON'Ts of Good Chaplaincy ...

Do not bring anything in for a prisoner, or take anything out for a prisoner!

Don't permit prisoners to use the chaplains phone without prior consent of centre management.

Don't make phone calls for prisoners whilst they are present.

Don't take any written messages in or take out for family/friends/other prisoners.

Don't permit prisoner's into the chaplains office if it is against the General Manager's rules (does not apply to all centres)

Don't provide anything to a prisoner without approval, and then only provide it through the approved system.

Don't give any prisoner any document without written approval.

Don't give medication to a prisoner, or officer for that matter.

Don't talk about a prisoner to another prisoner.

Don't have "favourites"

Don't accept gifts from prisoners.

Don't accept money from a prisoner.

Don't deposit money in a prisoner's account.

Don't put yourself in a position where a prisoner may take advantage of you – e.g. do not enter a prisoner's cell without custodial staff express permission.

Don't divulge your home address, that of another chaplain or staff member, to a prisoner. (Use a PO Box such as the SCB's for any mail contact)

Don't disclose information that may be shared with you about a prisoner's crime and/or sentence to anybody else.