

## CHILD SAFE CODE OF CONDUCT

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| <b>PURPOSE:</b>           | <p>The <i>Child Safe Code of Conduct</i> outlines appropriate standards of behaviour towards children.</p> <p>The Child Safe Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps Board members, staff, students and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.</p> |
| <b>RELEVANT TO:</b>       | All Board Members, Staff, Students, Volunteers and Contractors.  |
| <b>RESPONSIBLE STAFF:</b> | Management.  |
| <b>RELATED POLICY:</b>    | Child Safe Policy  |
| <b>RELATED FORMS:</b>     | Child Safe Procedure   |

### THE CODE

All Youth Projects Board members, staff, students, volunteers and contractors are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our *Child Safe Policy* and other policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way
- Modelling appropriate behaviour
- Listening to children and responding to them appropriately
- Reporting any allegations of child abuse or child safety concern to the *Child Safe Person* (CEO)
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

**Youth Projects Board members, staff, students, volunteers and contractors must NOT:**

- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use inappropriate language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as a phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

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### Breach of the Code:

Any Board member, staff, student, volunteer or contractor who has grounds to suspect a child is in immediate danger must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern.

In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

Supervisors must report complaints of suspected abusive behaviour or misconduct to the *Child Safe Person* (CEO) and also to any external regulatory body such as the police.

I have read this *Child Safe Code of Conduct* and agree to abide by it at all times:

Name: .....

Signature: .....

Date: .....

### FURTHER INFORMATION

This *Child Safe Code of Conduct* was approved and endorsed by the Board of Directors on 12 November 2016. It is due to be reviewed on 30 October 2018.

### DOCUMENT HISTORY

| Version | Effective Date | End Date | Change & Location            |
|---------|----------------|----------|------------------------------|
| 0001    | 12/11/2016     |          | Original version of document |