**Child Safe Code of Conduct: Standards and Obligations**

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| All staff of the organisation are responsible for the safety, wellbeing and empowerment of children and young people who engage with the organisation. All staff are given training and expected to understand and act in accordance with this Code of Conduct and our policies and procedures. If you are concerned and uncertain what to do about an incident after reading this checklist, then you should ask your supervisor.   |
| **I will:**  | * uphold the rights of children and young people who come into contact with the organisation to feel heard on matters relevant to their safety
* provide a welcoming, inclusive and safe environment that supports and values the ideas and opinions of children and young people and treats them with respect regardless of their race, colour, gender identity, sex, sexual orientation, language, religion, political or other opinion, national, ethnic, or social origin, culture, disability, or other status
* actively promote and consider the cultural safety and inclusion of all children and young people
* empower children and young people by providing an environment where they can actively participate and ‘have a say’, especially on issues that are important to them
* listen and respond to the views and concerns of children and young people, including where it relates to concerns that they feel unsafe
* abide by the organisation’s commitment and obligation to be a child safe organisation
* identify and mitigate risks to the safety and wellbeing of children and young people
* take all reasonable steps to protect children and young people from abuse
* challenge unacceptable behaviour and report all allegations or suspicions of abuse to the most appropriate senior officer or staff member
* report any concerns, allegations, disclosures, or observations of child abuse in line with the organisation’s policies and processes, mandatory reporting, and reportable conduct reporting requirements
* report all child safety concerns to the most appropriate senior officer or staff member
* work with children and young people in an open and transparent way. For example, by ensuring that where appropriate, interactions with children and young people can be observed by other adults
* respect the privacy of children and young people and their families and only disclose information to people on a need-to-know basis and in accordance with privacy legislation
* always observe professional boundaries with children and young people
* disclose any information of charges, convictions of abuse and all other offence history in accordance with the organisation’s Criminal Record Check policy.

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| **I will not:**  | * condone or participate in behaviour that is illegal, unsafe or abusive to children and young people
* ignore or disregard any concerns, suspicions, or disclosures of child abuse.
* exaggerate or trivialise allegations or issues relating to child abuse or the safety and wellbeing of children and young people
* discriminate against children and young people based on their age, gender identity, sex, race, cultural or sexual orientation
* develop inappropriate relationships with children or young people, including relationships that show favouritism
* display violent or inappropriate behaviour towards a child or young person.
* initiate unnecessary physical contact with children and young people or exhibit behaviours with children and young people which may be construed as inappropriate
* put children and young people at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur)
* conduct a sexual relationship with a child or young person or participate in or initiate any form of sexual contact with a child or young person
* engage in open discussions of a mature nature in the presence of children and young people
* use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child or young person
* discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
* use any computer, mobile phone, or video and digital camera to exploit or harass children and young people or expose them to offensive or sexualised content
* exchange personal contact details with a child or young person such as phone number, social networking sites or email address, unless necessary
* have unauthorised contact with a child or young person client or their family outside of the organisation, including online, on social media or by phone.

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| **If I think this code of conduct has been breached by another person in my organisation I will:**  | * act to prioritise the best interests of children
* take actions promptly to ensure that children are safe
* promptly report allegations regarding suspected breaches of the Code
* follow the organisation’s policies and procedures for receiving and responding to concerns and complaints
* maintain confidentiality when involved in a disciplinary process
* report suspected breaches of the Code to:
	+ my line manager
	+ any manager
	+ club president
	+ executive officer.
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| **I agree to abide by this Code of Conduct during my employment.**  **I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment.**  |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date  |