

Sample Code of Conduct for a Child Safe Organisation

This sample template outlines an example code of conduct for an organisation providing services to children and young people. It is provided for demonstration only and must be adapted to reflect the size, nature and business of an organisation.

Codes of conduct provide the minimum expected behaviour of all personnel within your organisation. Strategies to support your code of conduct should include:

- *Requiring all personnel to acknowledge and sign your code of conduct*
- *Ensuring your code of conduct is published, made widely available and communicated to all relevant personnel; and*
- *Ensuring your code of conduct it is supported by clear organisational reporting and response mechanisms to address breaches.*

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Adhering to this organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- Treating everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents)
- Remembering to be a positive role model to children and young people in all your conduct with them
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to carry out their roles well
- Listening and responding appropriately to the views and concerns of children and young people
- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activities
- Being alert to children and young people who are, or may be at risk, and reporting this to the Child Abuse Report Line (13 14 78)
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents or guardians.

Employees and volunteers must not:

- Engage in rough physical games
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

I agree to abide by this code of conduct

Name:.....

Signature:..... **Date:**.....