

Code of Conduct Outline

Purpose

Outline the purpose of the Code of Conduct.

Scope

Outline the scope of the Code of Conduct including organisational context and which roles are included in the scope of the code; for example, some organisations may choose to have separate codes of conduct of employees, board members, volunteers, contractors and students on placement (hereafter referred to as 'representatives')

Overview

Outline the general Code of Conduct requirements, organisational values which underpin the Code of Conduct and individuals' responsibility to adhere to the Code of Conduct at all times.

Statement of Commitment to Child Safety

Include the organisation's Statement of Commitment to Child Safety. A Statement of Commitment to Child Safety reiterates and reinforces the organisation's dedication to child safety. Including it in the Code of Conduct creates an important opportunity to reinforce the expectation that all representatives must adhere to the Statement of Commitment. The Code of Conduct can summarise the organisation's Statement of Commitment to Child Safety or include a cross reference to the full Statement of Commitment.

Empowerment and Promote the Participation of Children and Young People

Outline the organisation's commitment to the empowerment and participation of children and young people, and the expectation that all representatives will demonstrate this commitment as relevant to their role.

Equality

Include a statement outlining the organisation's commitment to equality, and the expectation that all representatives will discharge their duties in accordance with this commitment.

Responsibilities

Outline key organisational roles and their accountabilities in relation to the Code of Conduct.

Contact with Children and Young People

Clearly outline the expectations and responsibilities for all representatives in relation to their contact with children and young people, including the maintenance of safe and appropriate boundaries. The Code of Conduct should also outline the expectations of all representatives in preventing, identifying and responding to child safety concerns, engaging in child safety training, and remaining open and aware to child safety concerns.



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Acceptable/ Unacceptable Behaviour

Outline the behaviour that is appropriate/inappropriate towards and in the presence of children and young people.

Elements to be considered include, but are not limited to:

- Professional boundaries
- Use of language
- Physical contact
- Sexual misconduct
- Use of electronic communication, including social media
- Gift giving
- Taking of photographs and videos
- Managing dual relationships, e.g. when an employee or volunteer is also a friend or relative of a child/young person.
- Use, possession or supply of alcohol or drugs
- Out of hours contact
- Privacy and confidentiality
- Acceptable discipline
- Inclusivity and respecting diversity

The list of acceptable and unacceptable behaviours may be translated into resources for distribution and display for adults and children and young people involved with the organisation (for example a 'Do's and Don'ts' plain language list).

Breaching of the Code of Conduct

Clearly outline what will occur in response to suspected or actual breaches of the Code of Conduct. This section should include:

- Reference to relevant People and Culture policies and procedures governing investigation, stand-down and disciplinary action;
- Organisational responsibilities for referring to Police, Reportable Conduct Schemes, and professional association(s), where appropriate;
- The potential for termination of employment/engagement.

Exemptions

Outline any exceptions, if relevant, and the authorisation process in the event of any exemptions being triggered (in case of emergency, for example).

Policies

Cross-reference to relevant policies and procedures, including the Child Safeguarding Policy and other professional/ occupational codes, where relevant.



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Legislation

Link to relevant legislation.

Additional Sections – Program/ Service Delivery Specific

The following section provides some specific examples that organisations may also need to outline in their Code of Conduct, depending on the programs and service provided. The service/program specific requirements listed below are intended to be additional to general codes of conduct. These additional inclusions are not exhaustive; organisations should undertake program/service specific risk assessments as part of the development of their codes of conduct.

Camping and/ or oversight stays

Outline the specific requirements in relation to acceptable/ unacceptable behaviours while accompanying children and young people on camping and/ or on over overnight stays.

Specific elements include, but are not limited to:

- Parental approval;
- Supervision;
- Expectations to avoid situations where an adult is on their own with a child or young person;
- Sleeping arrangements;
- Risk of exposure to mature content films, television, conversation etc;
- The rights of children and young people and parents to contact each other.

Change rooms

Outline the specific requirements related to acceptable/ unacceptable behaviours while supervising children and young people to change/ in change rooms; also outline the specific requirements for adults who need to change their attire in this context.

Specific elements include but are not limited to:

- Parental approval;
- Right to privacy (in the context of adequate supervision);
- Expectations of representatives in relation to changing and nudity;
- Expectations for supervision of children and young people in this context;
- Expectations to avoid situations where an adult is on their own with a child or young person;
- Any specific expectations for supervision in public change rooms;
- Expectations that representatives would not do anything for children and young people which they can do for themselves in the context of changing.



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Transporting

Outline the specific requirements relating to acceptable/ unacceptable behaviours while transporting children and young people:

Specific elements include but are not limited to:

- Parental approval;
- Purpose/ routes/ estimated departure and arrival times;
- Adult: child ratios;
- Expectations to avoid situations where an adult is on their own with a child or young person;
- Expectations regarding vehicle safety and insurance, including whether use of personal vehicles is permitted;

Use of electronic communications & online behaviour

Outline the specific requirements relating to acceptable/ unacceptable behaviours for the use of electronic communication and online behaviours.

Specific elements include but are not limited to:

- Expectations that all representatives should be required to follow organisational policies related to social media and the 'acceptable use' of communication equipment;
- Expectations that representatives will monitor children or young people when they use organisational electronic communication equipment, ensuring that this is proportionate and does not compromise rights to privacy;
- Expectations that representatives will utilise organisational devices for communication, rather than personal devices (i.e. organisation computer, mobile phone, social media accounts etc), and the process for authorising exceptions to this expectation.
- Expectations that representatives will not correspond with children or young, via any medium, about matters that are unrelated to their role within the organisation;
- Expectations that representatives will not share personal contact details beyond what is reasonable for the management of an injury/illness or other emergency incident.

