Child Safe Code of Conduct

The Access4u Child Safe Code of Conduct is applicable to all staff, volunteers, board members and contractors, and:

- Is communicated throughout the organisation – during staff induction and training, refresher training, and via staff intranet and noticeboards
- Is signed by all staff, volunteers, board members and contractors
- Is accessible to all staff, children, young people and families
- Sets out expectations for maintaining appropriate relationships with children and young people at all times, and if/when there may be exceptions depending on the nature of the service
- Is included in an interview pack when advertising a position within the organisation
- Involves children and young people in developing the code of conduct.

Child Safe Code of Conduct

All members of the governing body, management, staff and volunteers and contractors are required to abide by this Code of Conduct, which sets out the appropriate standards of behaviour within Access4u. The Code should be interpreted with integrity, transparency and common sense, with children's best interests as the primary objective. The code should be read in conjunction with Access4u's Child Safe Policy which details our applicable processes and procedures and our expectations from staff.

At Access4u, the governing body will:

- Take responsibility for ensuring all staff, volunteers and contractors understand and comply with the Code of Conduct and know their roles, responsibilities and duty of care obligations
- Deal with any breaches of the Code of Conduct seriously and responsively, and take appropriate disciplinary action.

I WILL:

- Prioritise the safety and wellbeing of children and young people, and take responsibility for ensuring that the service always operates in child safe environments
- Act as a positive role model for children and young people, and model respectful behaviours always
- Promote an open environment where children and young people can have a say and express their thoughts and feelings and be taken seriously
- Treat all children and young people fairly, equally and with respect
- Value children's and young people's ideas and opinions, and believe them
- Maintain professional standards of conduct, including keeping clear boundaries between professional and personal
- Promote respectful behaviour and intervene in situations of bullying between children and young people
- Be aware of my duty of care, and my legal obligations such as mandatory reporting of child harm or risk of harm concerns
- Be sensitive to all children and young people regardless of their abilities, sex, gender, or social economic or cultural background
- Act in accordance with the organisation's policy on appropriate physical contact with children and young people
- Act in accordance with the organisation's policy on online/digital interactions with children and young people (including Facebook, SMS, etc.)
- Respect children's and young people's privacy, and keep children and their families' information confidential unless otherwise required for safety reasons
- Be alert to risk of harm to a child or young person from an adult or another child or young person
- Contact police if a child or young person is at immediate risk of harm
- Take appropriate action if they witness another person breaching or potentially breaching this Code of Conduct
- Abide by all organisational policies, procedures and this Code of Conduct
- Report any concerns of harm or risk of harm.

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I will NOT:

- Ignore, disbelieve or minimise allegations or concerns of harm or risk of harm from children or young people or other adults
- Act in a way that is likely to humiliate, oppress or degrade children or young people
- Act in a way that is likely to result in harm to children or young people in any way, including physical, emotional, psychological, or cultural harm
- Engage in any form of sexual conduct with children or young people, such as showing children sexually explicit material
- Act in a way that may put children or young people at risk of harm including abuse and neglect
- Unlawfully discriminate against any child on the basis of age, gender, race, culture, vulnerability or sexuality
- Engage in unnecessary or inappropriate physical contact with children or young people, such as rough physical play
- Exchange personal contact details with children or young people or have unauthorised contact with children or young people outside of the scope of the organisation's services
- Show favouritism to children or young people through special attention, or special relationships
- Take photographic or video footage of any child or young person without their consent and the written consent of their parent/carer
- Work with children or young people while under the influence of drugs or alcohol
- Use inappropriate language, discuss topics of an adult nature, or express personal views about different cultures, race or sexuality while children or young people are present
- Subject children or young people to unauthorised restrictive practices such as using exclusionary time-out as punishment.

If I think this Code of Conduct has been breached by another person I will:

- Act to prioritise the best interests of children and young people
- Take actions promptly to ensure that children and young people are safe
- Promptly report any general concerns to my manager, Child Safety Officer, the Chief Executive Officer or another manager. If related to harm, these concerns must be report to CARL/SAPOL first
- Follow the Access4u policies and procedures for receiving and responding to complaints and concerns
- Comply with legislative requirements on reporting if relevant, and with Access4u's Child Safe policy and procedure on internal and external reporting.

I understand and agree that any breach of this Code of Conduct may result in disciplinary action relative to the seriousness of the breach, this may include termination of employment with Access4u and may be subject to criminal proceedings by government agencies.

Name in full			
Signature		**Date**	/ /

Uncontrolled when printed. Current version can be obtained from Access4u O drive

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