

Interchange Policy and Procedure Manual

► Policy 2.17 Child-Safe Code of Conduct

DATE OF BOARD ENDORSEMENT	25 JULY 2018 (Reserved for Board)
LAST REVIEW DATE	JULY 2018
NEXT REVIEW DATE	JULY 2019
CURRENT VERSION	V1.0

Reference Documents

- Interchange Staff Manual
 - National Standards for Disability Services (Standard 6)
 - Employees and Volunteer Code of Conduct
 - Child-Safe Policy
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Policy Statement

Management, staff, volunteers and contractors at Interchange are required to abide by this Code of Conduct.

Under the CEO, management will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers;
 - Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
 - Nominate a Child Safety Advocate to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.
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Procedures

All people involved in the care of children on behalf of Interchange will:

- Maintain a child-safe environment for children;
- Work towards the achievement of the aims and purposes of the organisation;
- Be responsible for relevant administration of programs and activities in their area;
- Maintain a duty of care towards others involved in these programs and activities;
- Establish and maintain a child-safe environment in the course of their work;
- Be fair, considerate and honest with others;
- Treat children with respect and value their ideas and opinions;
- Act as positive role models in their conduct with children and young people;
- Be professional in their actions;
- Maintain strict impartiality;
- Comply with specific organisational guidelines on care and contact with children;
- Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
- Operate within the policies and guidelines of Interchange; and
- **Contact the police if a child is at immediate risk of abuse, phone 000.**

No person shall:

- Shame, humiliate, oppress, belittle or degrade children;
- Unlawfully discriminate against any child;
- Engage in any activity with a child or that is likely to harm them;

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- Initiate unnecessary physical contact with a child or do things of a personal nature for them that they can do for themselves;
- Be alone with a child unnecessarily;
- Develop an exclusive relationship with a specific child for their own needs;
- Show favouritism through the provision of gifts or inappropriate attention;
- Arrange or respond to direct contact, including online contact, with children outside of the organisation's programs and activities;
- Photograph or video a child without the consent of the child and his/her parents or guardians;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Use inappropriate language in the presence of children; or
- Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

What happens if you breach this Code of Conduct?

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.