

## Child Safety Code of Conduct

All employees, contractors, consultants and volunteers (including Board of Directors, co-opted Board sub-committee members, carers, students and people on work experience) of Uniting are responsible for the safety and wellbeing of children and young people who engage with the organisation. All paid and unpaid employees are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

Noting that the relationship between some Uniting representatives (i.e. those living with a child or young person) may differ to those in professional working relationships, the following expectations apply.

Uniting representatives **will**:

- Adhere to the **Uniting Child Safety Policy** and related policies, protocols and procedures
- Lead by example and model appropriate behaviour in interactions with children/young people
- Understand forms of child abuse and take all reasonable steps to protect children/young people
- Understand and promote children/young people's rights
- Treat children and young people with respect
- Maintain appropriate personal and professional boundaries with children and young people
- Encourage and provide mechanisms to enable and empower children and young people to speak up, participate and provide feedback
- Listen and appropriately respond to the views, concerns or complaints of children and young people, particularly regarding abuse or neglect
- Involve children/young people in decisions about activities and processes wherever possible
- Support self-determination by empowering the voices of Aboriginal and Torres Strait Islander children and young people
- Promote empowerment and cultural safety of particularly vulnerable children/young people (for example, Aboriginal and Torres Strait Islander, children/young people from culturally and linguistically diverse backgrounds, children/young people living with disability, LGBTIQ+)
- Maintain an awareness of risk identification/management in regard to child safe environments

- Respect and protect the privacy of children, young people and their families
- Report any allegations of child abuse to the relevant authorities as per legislation
- Undertake any assigned child safety training
- Ensure any outside of work contact with Uniting consumers that are children/young people is discussed beforehand with my manager to ensure the potential contact is transparent and managed within the spirit of this code of conduct (excluding those in foster care programs)
- Report breaches of this code of conduct by other Uniting representatives to my manager or another senior representative.

Uniting representatives ***will not***:

- Ignore or disregard any concerns, observations, allegations or disclosures of abuse
- Breach professional boundaries
- Use inappropriate language
- Use inappropriate physical contact/complete personal tasks that a child/young person can do themselves
- Engage in sexual misconduct, which includes inappropriate conversations of a sexual nature
- Misuse electronic communication, including social media
- Engage in any action which could be considered grooming, including giving unauthorised gifts to individual children, young people or their families
- Take or share inappropriate photographs and videos as per organisational child safety practices and policy
- Be alone with children and young people, unless an approved program requirement or living with child/young person
- Make contact with/develop friendships with children/young people that are consumers of Uniting outside program hours, unless an approved program requirement or foster care programs
- Use unacceptable discipline or threats of such discipline
- Discriminate or disrespect children and young people
- Share personal information or details with children/young people, unless an approved program requirement (or living with a child/young person)
- Form special relationships or show favouritism
- Transport a child/young person alone unless an approved program requirement or living with a child/young person

- Work under the influence of alcohol or drugs or provide alcohol/drugs to children/young people.

Responsibility	<ul style="list-style-type: none"> <li>• The Board (or the delegated Board Committee) is responsible for approving this policy, any changes to it and overseeing compliance with this policy</li> <li>• Management are responsible for ensuring that policies are operating effectively and being adhered to</li> <li>• In the first quarter of each financial year management will report to the Board regarding adherence to approved policies and any required improvement plans</li> </ul>
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<b>Revision Record</b>			
Version	Date	Document Writer	Revision Description
<i>0.0</i>	<i>30/04/2020</i>	<i>Child Wise Advisor</i>	<i>First draft.</i>
<i>0.1</i>	<i>01/05/2020</i>	<i>Compliance &amp; Policy team</i>	<i>Formatting.</i>
<i>0.2</i>	<i>12/06/2020</i>	<i>Compliance &amp; Policy team</i>	<i>Incorporate feedback from staff panel.</i>
<i>0.3</i>	<i>18/06/2020</i>	<i>Child Wise Advisor</i>	<i>Incorporative feedback from Child Safety Advisory.</i>
<i>0.4</i>	<i>03/07/2020</i>	<i>Compliance &amp; Policy team</i>	<i>Incorporate feedback from Operational Leader review.</i>
<i>0.5</i>	<i>06/08/2020</i>	<i>Child Wise Advisor</i>	<i>Incorporate feedback from ELT and/or representatives</i>
<i>1.0</i>	<i>24/08/2020</i>	<i>Child Wise Advisor</i>	<i>Approved by GM, Quality &amp; Compliance.</i>

**Attachment:**  
**Child Safety Code of Conduct Acknowledgement**

I agree to abide by this Code of Conduct during my employment/engagement with Uniting. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with Uniting.

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

- Act to prioritise the best interests of children
- Take actions promptly to ensure that children are safe
- Promptly report any concerns to my manager, or another senior representative
- Follow Uniting’s procedures for receiving and responding to complaints and concerns
- Comply with all legislated requirements

Signature:	
Name:	
Position:	
Site/Location:	
Date:	