

Policy title	Youthworks' Code of Conduct towards Children
Applicable to	All Youthworks Workers
Policy Objective	This Code of Conduct sets out the minimum professional standards of behaviour and conduct that Youthworks expects all Workers to meet to protect children from harm and to champion a child safe culture.
How will we achieve this?	<p>Youthworks expects all Workers will demonstrate the behaviours and conduct required by Youthworks.</p> <p>All Workers are required to abide, in the capacity that they have, by the 10 Child Safe Standards in all their activities and dealings with children whilst working for and or representing Youthworks:</p> <ol style="list-style-type: none"> 1. <i>Child Safety is embedded in organisational leadership, governance, and culture</i> Youthworks publicly commits to child safety (through risk management strategies, codes of conduct and record keeping) and that commitment is a shared responsibility amongst all Youthworks persons. 2. <i>Children participate in decisions affecting them and are taken seriously</i> Children can express their views and are encouraged to communicate and raise their concerns. 3. <i>Families and Communities are informed and involved</i> Youthworks engages in two-way communication with families and communities about its child safety approach. 4. <i>Equity is upheld and diverse needs are taken into account</i> All children have access to information, support, and complaints processes. 5. <i>People working with children are suitable and supported</i> Recruitment emphasises child safety and all involved persons have Working with Children Checks. Involved persons are aware of their child safety responsibilities including a child safety focus and reporting obligations. 6. <i>Processes to respond to complaints of child sexual abuse are child focused</i> Youthworks has an effective compliant handling policy and procedure which outlines roles and responsibilities, approaches to dealing with different types of complaints, and obligations to act and report. 7. <i>Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training</i> Relevant Youthworks persons receive training on the nature and indicators of child maltreatment, particularly institutional child sexual abuse, and responding to disclosures. 8. <i>Physical and online environments minimise the opportunity for abuse to occur</i>

The online environment is used in accordance with Youthworks relevant policies.

9. *Implementation of the Child Safe Standards is continuously reviewed and improved*

Youthworks regularly reviews and improves child safe practices and analyses compliant to identify causes and systematic failures to inform continuous improvements.

10. *Policies and procedures document how the institution is child safe*

Youthworks policies and procedures address the child safe standards, are accessible, are implemented and are championed by Leadership to model compliance.

Youthworks' Workers **WILL**:

- Take reasonable steps to ensure the safety and welfare of the children in their care.
- Treat everyone with respect, honesty and dignity regardless of age, gender, cultural background or other vulnerabilities (such as disability and linguistic diversities).
- Use appropriate and positive language whilst remembering to be a positive role model to children in all conduct with them.
- Set clear boundaries about appropriate behaviour between themselves and the children at Youthworks.
- Follow organisational policy and guidelines for the safety of children as outlined in the *Youthworks' Child Protection Policy Application*.
- Always have another adult present or in sight when conducting one to one coaching, instruction etc.
- Immediately report known or reasonably suspected abuse against a child, following organisational policies and guidelines.

Youthworks' Workers must **NEVER**:

- Abuse children, or cultivate relationships in order to initiate or cloak abuse of children.
- Be alone with a child away from the presence of other adults.
- Have children to his or her home or visit children in their home when no other adult is present, and must never meet privately with a child outside of Youthworks' activities, except with the express written permission of the child's parent or guardian.
- Touch a child in a manner which is inappropriate given their age, gender or cultural background.
- Help children in ways that involve intimate care if the individual is capable of doing it on his or her own (such as toileting or changing clothes).
- Physically discipline a child.
- Provide to or allow the use of illegal drugs, alcohol, tobacco or other prohibited material by children.
- Develop inappropriate special relationship with particular children that could be seen as involving favouritism or any form of special treatment.
- Engage in any contact with a child that is secretive (whether physical, through electronic media or in any other way).
- Iniate or have a sexual relationship, or an inappropriate personal relationship with any person under the age of 18 who they are in a pastoral or leadership role with.
- Use a camera or other image capturing device in the course of their duties and / or at any Youthworks Workplace that involves participants under the

	<p>age of 18 years of age, without the express permission of Youthworks and written permission from the participant's parent / guardian.</p> <p>To ensure Youthworks is achieving best practice regarding Child Safety, Youthworks Workers should:</p> <ul style="list-style-type: none"> • Be aware of how to recognise the characteristics and effects of child abuse. Abuse of a child can be categorised as emotional, physical, sexual, or spiritual. It can also arise from neglect, bullying or harassment. Sexual abuse of a child is often preceded by grooming. • Be aware of how to recognise the characteristics of sexual offenders. Remember a sexual offender may be a friend, a family member, a neighbour, a peer, or a person in authority. • Take all reasonable steps to ensure the safety and welfare of children for whom they have responsibility for. This covers many areas such as supervision, activities undertaken, venues used, disciplining children, understanding what physical contact is permissible and communicating with children appropriately online. <p><i>(Additional information on the above areas and more can be found in the Faithfulness in Service document, Section 5, 5.19-5.47).</i></p>
<p>Measurements</p>	<p>Youthworks is committed to ensuring Workers are aware of, and understand The Code of Conduct, enabling them to participate professionally or personally, while being mindful of their responsibilities to champion a child safe culture. To this end the Code is included as part of the Induction process.</p> <p>A failure to comply with this Code may constitute a breach of The Code of Conduct. Examples of failure to adhere to The Code of Conduct may include, but not limited to:</p> <ul style="list-style-type: none"> • Making derogatory or obscene comments or posts about a child in a social setting or platform • Aggressive or abusive behaviour such as threatening gestures or actual violence or assault • Bullying, harassment, or intimidation • Unwelcome physical contact including that of a sexual, intimate, or threatening nature • Excluding or isolating individuals • Criminal behaviour <p>If anyone has been found to have breached The Code of Conduct and or the related Policies it may be determined to impose disciplinary action such as reprimand, reassignment of duties, reduction in classification (and consequently salary) or termination of employment or engagement.</p>
<p>Constraints</p>	<p>The Code of Conduct is supported by, but does not exclude or replace, common and statutory rights and obligations or requirements i.e. relevant legislation, regulations, industrial instruments and Youthworks policies and procedures that together regulate Youthworks operations.</p> <p>The Code of Conduct is not intended to inhibit intellectual freedom, limit resourcefulness and independent thinking, or impose more personal behavioural obligations than those that already exist.</p>
<p>Reason why</p>	<p>Youthworks is committed to providing a safe and supportive environment for all children whom we come into contact with during the course of Youthworks activities. Youthworks Workers will undertake to act with integrity and</p>

	transparency and uphold all requirements of child protection law and best practice.
Definitions	<p>Children are defined in Australian Law as young people who have not turned 18.</p> <p>Disciplinary Action is the action(s) taken against Workers as a result of their failure to achieve the required standards of performance or workplace behaviours as outlined:</p> <ul style="list-style-type: none"> • in their contracts of employment or engagement, • Youthworks’ Codes of Conduct documents, • other relevant Youthworks’ policies and procedures, and • in discussions and emails. <p>Worker refers to any person who carries out work in any capacity for Youthworks (as defined in the <i>Work Health and Safety Act 2011</i>). This includes employees, contractors, volunteers, work experience students and may also include Year 13 and College students when they are undertaking work at Youthworks in a volunteer capacity.</p>
Roles and responsibilities	<p>Chief Officers, Leadership and Supervisors Are responsible for the management of The Code of Conduct within their area of responsibility.</p> <p>Workers Have a responsibility to comply with legislation and Youthworks’ internal policies, procedures and codes of conduct when performing their duties. Have a responsibility to report any concerns, breaches, or suspected breaches of the Code of Conduct to notifications@youthworks.net as per <i>Youthworks’ Child Protection Policy and Policy Application</i> and <i>Youthworks’ Grievance and Complaints Policy and Procedure</i>.</p>
Related documents	<p>Youthworks’ Child Protection Policy Application Youthworks’ Behaviour and Conduct Code Youthworks’ Grievance and Complaints Procedure Youthworks’ Managing Employee Misconduct & Associated Behaviour Policy Youthworks’ Whistleblowing Policy Faithfulness in Service document Children and Young Persons (Care and Protection) Act 1998 Children’s Guardian Act 2019 Child Protection (Working With Children) Act 2012 (NSW)</p>

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	v1	27.07.2016	Document creation
	v2	09.09.2016	Modified romantic involvement to be limited to persons in pastoral relationships. Modified document control box to include doc ID and position of person responsible. Updated footer.
	v2.1	15.02.2017	Changed font. Removed the terms visitor and guest.
	v3	14.2.2018	Updated Code to incorporate Royal Commission's recommendations.
	v3.1	23.5.2018	Added in Royal Commission's core components against each Child Safe Standard.
	v3.2	May 2020	Exchanged Employee & Volunteer for Worker. Updated legislation.
	v4	June 2022	Reviewed post introduction of <i>Safe Ministry to Children Ordinance</i> .