



Safeguarding Children and Young People

Code of Conduct

This Safeguarding Children and Young People Code of Conduct (**Code of Conduct**) sets out a summary of the behaviours required of **South Barwon** People towards and in the presence of Children and Young People. The SBFNC Safeguarding Children and Young People Policy (**Policy**) sets out such requirements in further detail and should be referred to in the first instance if any **South Barwon** Person has any queries about this Code of Conduct. Capitalised terms used in this Code of Conduct have the meaning as set out in the Policy.

This Code of Conduct applies to all **South Barwon** People. **South Barwon** People are required to abide by the behaviour standards set out in this Code of Conduct and report any behaviours that do not comply with it in accordance with the SBFNC Safeguarding Children and Young People Complaints and Reporting Procedure (**Complaints and Reporting Procedure**).

Failure by **South Barwon** People to comply with this Code of Conduct will be considered a breach of the Policy and may result in disciplinary action. Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or dismissal.

All **South Barwon** People **must** in the course of their employment or engagement by the SBFNC:

- treat all Children and Young People with respect;
- ensure that all Children and Young People are appropriately supervised while participating in a **SBFNC** program while respecting the privacy of Children and Young People;
- wherever possible ensure that another adult is present when working near or with Children and Young People;
- use disciplinary strategies that are fair, respectful and appropriate to the developmental stage of the Children or Young People involved;
- limit all interactions with Children and Young People to the confines of official duties;
- wherever possible ensure that all email, text messages and other forms of communication sent to a Child or Young Person are copied to their parent/guardian;
- ensure that approval has been obtained from a Child or Young Person's parent/guardian prior to any photograph or film being taken of a Child or Young Person;
- ensure that any photograph or film taken of a Child or Young Person is taken in circumstances that are directly relevant to the Child's or Young Person's participation in a **SBFNC** program and the Child or Young Person is appropriately dressed and posed;
- use best endeavours to complete a risk assessment for any **SBFNC** program that involves Children or Young People prior to carrying out that program;



- immediately disclose any charges or convictions affecting their suitability to engage with Children and Young People to **SBFNC**; and
- immediately report any concern for the safety or wellbeing of a Child or Young Person, or a suspected breach of the Policy or this Code of Conduct, in accordance with the Complaints and Reporting Procedure.

All **South Barwon** People **must not** in the course of their employment or engagement by the **SBFNC**:

- engage in any form of sexual behaviour with or in the presence of Children or Young People;
- engage in any other form of behaviour that may reasonably be considered to be Child Abuse, including Grooming a Child or Young Person;
- initiate unnecessary physical contact with a Child or Young Person, or do things of a personal nature for them that they can do themselves;
- take disciplinary action involving physical punishment or any other form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- use language or behaviour towards Children or Young People that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or culturally inappropriate;
- consume alcohol, illicit drugs or tobacco when working with any Children or Young People;
- give a gift to a Child or Young Person engaged in a SBFNC program, activity or service without the permission of SBFNC representative and the Child's or Young Person's parent/guardian;
- transport any Children or Young People without the permission of SBFNC representative and the Child's or Young Person's parent/guardian;
- arrange contact, including online contact, with Children or Young People outside of the SBFNC programs, activities, or services; or
- use any computers, mobile phones, video cameras, cameras or social media to exploit or harass Children or Young People, or access child exploitation material.