



CHILD SAFE CODE OF CONDUCT



If you need help to understand this policy, please contact Including You head office on 03 8407 0940 or via email: admin@includingyou.com.au

PURPOSE

Including You Code of Conduct sets out the expected behaviour of adults with children and young people with in our organisation. All paid and unpaid staff, including volunteers, interns or trainees are responsible for the safety and wellbeing of children and young people who engage with Including You. All paid and unpaid staff 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.

This Code of Conduct is to be read in conjunction with Including You Core Policy Manual 2022.

BREACHES TO THE CHILD SAFETY

All Including You paid and unpaid staff, volunteers, contractors, interns and trainees who breach this Child Safe Code of Conduct maybe subject to disciplinary procedures in accordance with their employment agreement or relevant terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Commission of Children and Young People and Including You Policies and Procedures and maybe referable to Victoria Police.

All breeches and suspected breeches of the Including You Child Safe Code of Conduct must be reported to the Director or HR Manager.

Created Date	October 2022
Consultation	Including You Leadership Team
Endorsed by	Belinda Toohey (Director)
Endorsed on	18 th October 2022
Next review date	October 2023



ACKNOWLEDGEMENT

<p>I will:</p>	<ul style="list-style-type: none">• Act in accordance with Including You Child Safety and Wellbeing Policies and Procedures at all times• Behave respectfully, courteously and ethically towards children and their families and towards other staff• Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well• Promote the human rights, safety, and wellbeing of all children in Including You• Demonstrate appropriate personal and professional boundaries• Consider and respect the diverse backgrounds and needs of children.• Create an environment that promotes and enables children’s participation and is welcoming, culturally safe, and inclusive for all children and their families• Involve children in making decisions about activities, policies and processes that concern them wherever possible• Contribute, where appropriate, to Including You policies, discussions, learning and reviews about child safety and wellbeing• Identify and mitigate risks to children’s safety and wellbeing as required by Including You risk assessment and management policies or procedures• Respond to any concerns or complaints of child harm or abuse promptly and in line with Including You policies and procedures for receiving and responding to complaints (refer to Complaint Handling and Reporting Policy)• Report all suspected or disclosed child harm or abuse as required by Children Youth and Family Act 2005, Commission of Children and Young People and by Including You policies and procedures on internal and external reporting• Comply with Including You protocols on communicating with children• Comply with the Children Youth and Family Act 2005, Victorian Child Safe Standards and Including You policies and procedures on record keeping and information sharing• Have zero tolerance of racism and expectations that staff and volunteers will act on all incidents of racism• All children will be supported to express their culture and enjoy their cultural rights• Promote the cultural safety, participation and empowerment of Aboriginal children, children with culturally and/or linguistically diverse backgrounds and members of the LGBTQI+ community
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<p>I will not:</p>	<ul style="list-style-type: none">• Engage in any unlawful activity with or in relation to a child• Engage in any activity that is likely to harm a child physically, sexually or emotionally• Develop a relationship with any child that could be seen as favouritism or amount to “grooming” behaviour (e.g.: giving gifts)• Unlawfully discriminate against any child or their family members because of their age, gender, race, culture, vulnerability, sexuality or ethnicity• Be alone with a child unnecessarily• Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Including You activities• Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Including You policies and procedures on reporting• Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material• Work with children while under the influence of alcohol or prohibited drugs• Ignore or disregard any suspected or disclosed child harm or abuse• Tolerate racism towards any child or their family
<p>If I think this Code of Conduct has been breached by another person in Including You I will:</p>	<ul style="list-style-type: none">• Act to prioritise the best interests of children.• Take actions promptly to ensure that children are safe.• Promptly report any concerns to my manager, Including You Child Safety Officer, the Chief Executive Officer or another manager or leader in Including You.• Following policies and procedures for receiving and responding to complaints and concerns.• Comply with the Children’s, Youth and Family Act 2005 if relevant, and with Including You policy and procedure on internal and external reporting.



Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal Children and Young Adult people are respected and valued
Standard 2	Child Safety and Wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and Young People are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse need respected in policies and practices
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child-focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Policies and procedures document how the organisation is safe for children and young people