

Staff Code of Conduct

I will:

- Treat everyone with respect (including staff, volunteers, students and parents)
- Act as a positive role model to all students
- Uphold the rights of the child and always prioritise their needs
- Make sure the needs of all children remain the paramount focus of any decision-making
- Listen to and value the ideas and opinions of all children, and respond to them appropriately
- Actively promote safe and inclusive practices for all children, including those with diverse needs, circumstances and backgrounds, including children with disability
- Adhere to the organisation's child safe policies, procedures and practices and participate in all compulsory child safe training
- Include a child's parent or carer in any direct online communication or correspondence.
- Let the Director of the organisation know about any out-of-hours contact with any children who interact with our services, and make sure there is a valid reason for this contact and parents or carers are also aware of this contact.
- Take all reasonable steps to protect children from harm and abuse, and report and act on any concerns or allegations (see reporting obligations below)
- Report any conflicts of interest such as a relationship with a child that is outside the organisation
- Raise concerns with the leadership team if risks to child safety are identified
- Take a child seriously if they disclose harm or abuse and follow the correct procedures for responding to a disclosure
- Make sure breaches of the Child Safe Code of Conduct and any instances of concerning behaviour from adults are reported immediately
- Respect the privacy of children, and their families, and keep all information about child protection concerns confidential.
- Implement inclusive practices that respond to the diverse needs of students.
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives

Staff Code of Conduct (cont'd)

I won't:

- Condone or participate in unsafe, harmful or abusive behaviour towards children, including psychological, physical and sexual abuse, grooming, misconduct or lack of appropriate care
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Exaggerate or trivialise child abuse issues
- Persistently criticise or denigrate a child
- Use hurtful, discriminatory or offensive behaviour or language with children, verbally assault a child, or create a climate of fear
- Deliberately prevent a child from forming friendships
- Engage in unwarranted and inappropriate touching involving a child
- Encourage a child to communicate with me in a private setting, including online or on social media
- Give personal gifts or benefits of any kind to a child unless direct permission has been given from the parent or carer
- Use sexual language or gestures in the presence of children
- Show sexual, violent or other inappropriate images to a child
- Take videos or images of children interacting with the organisation or under the care of the organisation on a personal device without permission from the organisation
- Share videos or images of children on social media without consent
- Fail to report information to police or other relevant authorities if I know a child has been harmed or abused (see reporting obligations below).