

Child Safety Code of Conduct

This Code of Conduct outlines essential expectations for all paid and unpaid staff, including volunteers, interns, or trainees of the Australian Childhood Trauma Group. All staff are responsible for the safety and wellbeing of children and young people who engage with the Australian Childhood Trauma Group. 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.

I will:

- Act in accordance with the Australian Childhood Trauma Group's 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.
- 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.
- Consider ethical issues surrounding the giving and accepting of gifts in a professional context. I will consider the professional relationship, any relevant organisational policies, the value of the gift, any cultural issues, and the motivation for giving, receiving, or declining the gift.
- Involve children in making decisions about activities, policies, and processes that concern them wherever possible.
- Contribute, where appropriate, to the Australian Childhood Trauma Group's policies, discussions, learning, and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by the Australian Childhood Trauma Group's risk assessment and management policy and procedure.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with the Australian Childhood Trauma Group's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by State, Territory, and Federal Government Legislation and by the Australian Childhood Trauma Group's policy and procedure on internal and external reporting.
- Comply with the Australian Childhood Trauma Group's protocols on communicating with children.
- Comply with legislation and the Australian Childhood Trauma Group's policies and procedures on record keeping and information sharing.
- Comply with legislation, and organisational policies and procedures regarding reportable conduct.

I will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually, or emotionally harm a child.
- Engage in any action or inaction which constitutes neglect of a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the Australian Childhood Trauma Group's 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 the Australian Childhood Trauma Group's policy and procedure on reporting.
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- Give or accept gifts which may impair professional judgement, effect the integrity or efficacy of the professional relationship, or which are of substantial value.
- Provide any form of transport for a child, young person, or adult who receives services from the ACT Group.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person in the Australian Childhood Trauma Group 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, the Australian Childhood Trauma Group's Child Safety Officer, the Chief Executive Officer or another manager or leader in the Australian Childhood Trauma Group.
- Follow the Australian Childhood Trauma Group's policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with the Australian Childhood Trauma Group's policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct for the duration of my employment with the Australian Childhood Trauma Group and that breaches to this code may be referred to State or Territory authorities for further investigation. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with the Australian Childhood Trauma Group.

Signature

Full Name

Date