

All staff, volunteers, contractors, and any other member of the Youth Enterprises Australia community are required to comply with Youth Enterprises Australia's child safety code of conduct by observing the expectations for appropriate behaviour below. The code of conduct applies in all situations, including outside of Youth Enterprises Australia venues, and in the use of digital technology and social media.

All personnel are responsible for supporting the safety, participation, wellbeing, and empowerment of children by:

- Upholding Youth Enterprises Australia's commitment to child safety and adhering to child safety policies and procedures at all times.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone with respect.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another child.
- Promoting the cultural safety, participation and empowerment of Aboriginal children.
- Promoting the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds.
- Ensuring that children with a disability, who are unable to live at home, are lesbian, gay, bisexual, transgender, intersex, or who are vulnerable, are safe and can participate equally.
- Ensuring as far as practicable that adults are not left alone with a child.
- Following the instructions in **QMS:340 Child Safety Response and Reporting Procedures** when reporting any allegations of child abuse or any other child safety concerns.
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.
- Recognising Aboriginal peoples' unique place as First Nations peoples, and that Aboriginal people each have a distinctive history and experience.
- Understanding that identifying as Aboriginal is one part of a child's identity. Like everyone, aboriginal people have different life experiences and characteristics. Youth Enterprises Australia must provide a supportive environment for Aboriginal children that recognises each person is unique, with their own characteristics, strengths and challenges.
- Recognising culture and identity are linked, and that by supporting Aboriginal children to feel strong in their identity, we can also help them enjoy their cultural rights.

Staff, volunteers, contractors, and any other member of the Youth Enterprises Australia community must not:

- Ignore or disregard any concerns, suspicions, or disclosures of child abuse.
- Develop a relationship with any child that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, offering gifts).
- Exhibit behaviours with children which may be construed as unnecessarily physical or engage in activities with young participants which may be interpreted as abusive and not justified by the educational or service delivery context.
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate.
- Put children at risk of abuse (for example, by locking doors).
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Discuss content of an intimate nature or use sexual innuendo with children, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum, or a case management setting.
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities).
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race, or sexuality in the presence of children.
- Discriminate against any child, including because of culture, race, ethnicity, or disability.
- Communicate directly with a child through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to Youth Enterprises Australia activities or where there is a safety concern or other urgent matter.
- Photograph or video a child, except in accordance with Youth Enterprises Australia policy or where required for duty of care purposes.
- Consume alcohol at Youth Enterprises Australia events where under-aged young participants are present or take illicit drugs under any circumstances.
- Conduct behaviours of racism under any circumstances.

Associated Documents

- QMS:340 Child Safety Response and Reporting Procedures

Version control

Revision history

Date	Version	Author	Change Reference
21/04/2020	2.0	B. Newman	Updated to fit with new QMS version control guidelines and updated standards
04/07/2022	3.0	T. Day	Updated to fit new child safety standards.

Reviewers

Date	Version	Approved By	Next Review Date
21/04/2020	2.0	P. Vakakis	21/04/2022
26/07/2022	3.0	A. Cameron	26/07/2023

Staff acknowledgment

I acknowledge that I have read and understood this policy and will abide by this Code of Conduct Child Safety whilst employed/engaged with Youth Enterprises Australia.

(Printed full name)

(Signature)

(Date)