



## Child Safe Code of Conduct

**This Code of Conduct is guided by the National Principles for Child Safe Organisations and the NSW Child Safe Standards and is reviewed regularly to ensure ongoing compliance and best practice.**

**All paid and unpaid staff, including volunteers and students of Taldumande Youth Services are responsible for the safety and wellbeing of children and young people who engage with our service. Staff and volunteers 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 Taldumande Youth Service's child safety and wellbeing policies and procedures at all times.
- ✓ Provide a welcoming, inclusive and safe environment for all children and young people.
- ✓ Tell the children and young people I work with about this code and ensure they know who they can go to if they have concerns, feel unsafe or wish to make a complaint.
- ✓ Take all reasonable steps to protect children and young people through the early identification, management and mitigation of risk of harm or abuse.
- ✓ Report any concerns, complaints or allegations of child abuse in accordance with Taldumande Youth Services Mandatory Reporting, Reportable Conduct and Complaints Management Procedures.
- ✓ Follow all organisational procedures for supervision, consent, and reporting
- ✓ If an allegation of abuse is made, ensure the child or young person's safety as quickly as possible.
- ✓ Treat all children and young people with respect, including listening to and valuing their ideas and opinions.
- ✓ Listen and respond to the views and concerns of children and young people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- ✓ Uphold the rights of children and young people and always prioritise their needs.
- ✓ Respect the privacy of children, young people and their families, and only disclose information to people who have a need to know.
- ✓ Respect the privacy and dignity of YP in all settings, including travel, change rooms, sick bays, and off-site locations.

<p><b>I Will</b></p>	<ul style="list-style-type: none"> <li>✓ Promote the human rights, safety and wellbeing of all children and young people in Taldumande Youth Services.</li> <li>✓ Demonstrate appropriate personal and professional boundaries and model appropriate adult behaviours.</li> <li>✓ Respect and celebrate the diverse backgrounds, identities, and needs of all children, young people and their families and promote equity and inclusion in all interactions</li> <li>✓ Create an environment that promotes and enables children and young people’s participation and is welcoming, culturally safe and inclusive for all children, young people and their families.</li> <li>✓ Ensure one-on-one interactions with YP are professional, transparent, and, where possible, take place in visible or open environments.</li> <li>✓ Actively encourage children and young people to participate in decisions that affect them and provide accessible ways for them and their families to give feedback or raise concerns.</li> <li>✓ Contribute, where appropriate, to Taldumande Youth Service’s policies, discussions, learning and reviews about child and young people’s safety and wellbeing.</li> <li>✓ Identify, assess, and manage risks to child safety in all environments, including physical spaces and online platforms. Ensure that all contact with children or families, whether in person or online, is consistent with organisational policies, programmes, and activities. Participate in relevant training to support these practices.</li> <li>✓ Comply with relevant Australian legislation and Taldumande Youth Service’s policies and procedures on record keeping and information sharing.</li> </ul>
<p><b>I Will NOT</b></p>	<ul style="list-style-type: none"> <li>✗ Engage in any unlawful activity with or in relation to a child or young person.</li> <li>✗ Engage in any activity that is likely to physically, sexually or emotionally harm a child or young person.</li> <li>✗ Engage in any form of sexual activity or develop physical/sexual relationships with anyone who is a current or former client of Taldumande Youth Services.</li> <li>✗ Initiate unnecessary physical contact with a child or young person or do things of a personal nature that they can do for themselves, such as toileting or changing clothes.</li> <li>✗ Share details of sexual experiences with a child or young person.</li> <li>✗ Develop inappropriate or ‘special’ relationships with children or young people (for example, preferential treatment or the giving of inappropriate gifts, or through inappropriate social media communication).</li> <li>✗ Spend excessive time alone with children and young people I am working with away from others.</li> </ul>

<p><b>I Will NOT</b></p>	<ul style="list-style-type: none"> <li>* Exchange personal contact details such as phone number, social networking site or email addresses with a child or young person unrelated to Taldumande Youth Services activities.</li> <li>* Have unauthorised contact with children and young people online, face to face or by phone.</li> <li>* Arrange to meet YP outside of work activities without management approval.</li> <li>* Engage in rough physical games with children or young people.</li> <li>* Seek to use a child or young person in any way to meet my needs.</li> <li>* Disregard or fail to consider the views of children and young people, especially in relation to their safety or on issues or decisions that are important to them.</li> <li>* Discriminate against, shame, humiliate, belittle or denigrate any child or young person.</li> <li>* Question a child’s self-identification or self-expression related to their gender, race, culture, ethnicity, religion, sexuality or disability.</li> <li>* Photograph or video a child without the consent of their parent or guardian.</li> <li>* 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 Taldumande Youth Services policy and procedure on reporting.</li> <li>* Use inappropriate or discriminatory language in the presence of a child or young person or provide them with access to inappropriate images or material.</li> <li>* Use tobacco products, vape or possess or be under the influence of alcohol or illegal drugs on Taldumande Youth Services premises or at any time while working with children and young people.</li> <li>* Ignore or disregard any concerns, suspicions, allegations or disclosures of child abuse.</li> <li>* Ignore or fail to report any situation that feels unsafe or breaches these guidelines.</li> <li>* Wait until there is definite proof before I act on an allegation or suspicion of abuse.</li> </ul>
<p><b>If I think this Code of Conduct has been breached by another person at Taldumande Youth Services I will</b></p>	<ul style="list-style-type: none"> <li>✓ Act to prioritise the best interests of the child or young person.</li> <li>✓ Take action promptly to ensure that children or young people are safe.</li> <li>✓ Promptly report any concerns to my respective supervisor, manager or Chief Executive Officer.</li> <li>✓ Follow Taldumande Youth Services policies and procedures for receiving and responding to complaints and concerns.</li> <li>✓ Comply with relevant legislation and with Taldumande Youth Services policy and procedure on internal and external reporting.</li> <li>✓ Ensure the reporting process is accessible to children, young people, and families and support them throughout.</li> </ul>

**Compliance and  
Acknowledgement**

- ✓ Compliance with the Child Safe Code of Conduct is a mandatory condition of engagement with the organisation.
- ✓ Acknowledgement is provided electronically via the Employment Hero platform and constitutes confirmation that the individual has read, understood and agrees to comply with this Code of Conduct. Records of acknowledgement are maintained electronically for governance and compliance purposes.