



## Code of Conduct

### Workers – Volunteers - Visitors



A Code of Conduct is a set of rules, which outline the acceptable and unacceptable standards of behaviour expected when staff, volunteers or visitors work or come into contact with children or adults within this community organisation.

It is expected when a staff member, volunteer or visitor undertakes to work within Edmund Rice Services – Mt Atkinson, they are making a binding commitment to the values and enactment of the charism of Edmund Rice in their engagement with children and adults.

In signing the Code of Conduct, I am making a commitment to follow the rules outlined in the Code and agree to entering into this agreement as a condition of my appointment as a staff member, volunteer or as a visitor who will come into contact with children or adults.

Where there is breach of the requirements of the Code of Conduct, the line manager will assess if the breach has resulted in harm or risk of harm to a child, children or adult. If there is assessed harm or risk of harm, the line manager will direct immediate removal of an individual from service contact with children or adult until an independent professional review is undertaken.

The Code of Conduct is based upon the values derived from the Edmund Rice Charism, from the UN Convention on the Rights of the Child, and from the UN Convention of People with a Disability.

#### **I SHALL**

1. Respond to each child or adult as unique and possessing innate dignity.
2. Have as my first priority the care, safety and protection needs of all children or adults.
3. Be alert to the vulnerability of certain groups of children or adults experiencing adversity or individual children or adults experiencing adversity to being isolated, bullied and hurt.
4. Interact with every child or adult in a manner that demonstrates respect, dignity, integrity, empathy, understanding and patience
5. Use positive reinforcement strategies of encouragement, praise and reward to support and guide children and adults experiencing adversity.
6. Model socially appropriate adult behavior to children and adults that reflects the capacity to listen to, understand and be respectful towards others.
7. Ensure where there is physical contact with children or adults, I will conduct myself in a manner which is caring and engaging, that is respectful of a child or adults physical, psychological and emotional wellbeing and is respectful of cultural traditions and understandings.
8. Physically restrain a child or adult when there exists a danger to the child or to other children or adults, and which follows the Oceania Province restraint guidelines.
9. Ensure when in the presence of a child or adult the area is visible to other adults or another adult is in physical proximity.

10. Maintain conditional confidentiality about information known about a child or adult.
11. Comply with the principles and standards of child and adults protection laws.
12. Be vigilant and attentive to any harm towards a child or adult through listening carefully to a child or adults possible disclosure of harm or through paying attention to any signs a child or adult may be experiencing harm or be at risk of harm.
13. Immediately report to a supervising manager any child or adult maltreatment concerns or allegations in accordance with Ministry reporting guidelines and procedures.
14. Always be aware of my individual role as a staff member or volunteer to contribute towards the developmental care, safety and protection of children and adults by fulfilling my contracted employment or volunteer or visitor duties.

### **I SHALL NOT**

1. Engage with or contribute toward involving children or adults in any form of participation, active or passive, in sexual activities where the child is under the age of consent or the vulnerable adult cannot give empowered and informed consent.
2. Invite unaccompanied child (ren) or adult(s) into my organisational residential accommodation unless there is immediate injury or risk to life.
3. Sleep close to an unaccompanied child or adult, unless absolutely necessary and if permission is obtained from a supervisor and where possible a supervising adult is present.
4. Utilise children or adults for domestic labour (paid or unpaid), which interferes with their educational and recreational activities and places them at risk of injury or harm.
5. Take gifts/money/services from individuals receiving organisational services as a condition of my fulfilling my organisational duties.
6. Obtain photographic images that exploit or degrade children or adults. [See Guideline on Taking and Use of Images]
7. Share my or accept from a child or adult personal details such as home address, phone numbers, email addresses or social media requests.

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation representing (if relevant): \_\_\_\_\_

### **If the volunteer is under 18 years, a parent/guardian must also sign.**

Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_