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***Next Review: 2026***

CHILD SAFETY CODE OF CONDUCT

Management, staff, volunteers and contractors at Every Home Global Concern Ltd are required to abide by this Code of Conduct.

**Under the Executive Director, management will:**

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;

2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and

3. Nominate a Child Protection Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

**All people involved in the care of children on behalf of Every Home Global Concern Ltd will:**

1. Work towards the achievement of the aims and purposes of the organisation;

2. Be responsible for relevant administration of programs and activities in their area;

3. Maintain a duty of care towards others involved in these programs and activities;

4. Establish and maintain a child-safe environment in the course of their work;

5. Be fair, considerate and honest with others;

6. Treat children and young people with respect and value their ideas and opinions;

7. Act as positive role models in their conduct with children and young people.

8. Be professional in their actions;

9. Maintain strict impartiality;

10. Comply with specific organisational guidelines on physical contact with children;

11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;

12. Maintain a child-safe environment for children and young people;

13. Operate within the policies and guidelines of Every Home Global Concern Ltd; and

14. Contact the police if a child is at immediate risk of abuse, phone 000.

**No person shall:**

1. Shame, humiliate, oppress, belittle or degrade children or young people;

2. Unlawfully discriminate against any child;

3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;

4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;

5. Be alone with a child or young person unnecessarily and for more than a very short time;

6. Develop a ‘special’ relationship with a specific child or young person for their own needs;

7. Show favouritism through the provision of gifts or inappropriate attention;

8. Arrange contact, including online contact, with children or young people outside of the organisation’s programs and activities;

9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;

10. Use photos and images of children in an inappropriate way.

11. Work with children or young people while under the influence of alcohol or illegal drugs;

12. Engage in open discussions of a mature or adult nature in the presence of children;

13. Use inappropriate language in the presence of children;

14. Make use of children in any way that could be considered child labour; or

15. Do anything in contravention of the organisation’s policies and procedures or this Code of Conduct.

**What happens if you breach this Code of Conduct?**

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.