

Positive Solutions' Child Safe Code of Conduct

Applies to: Positive Solutions staff, students on placement, volunteers

Specific responsibility: Chief Executive Officer

Version: 2

Date approved: 18 Aug 2022

Next review date: Aug 2024

Policy context:

Standards or other external requirements	<i>National Principles for Child Safe Organisations</i> Reportable Conduct Scheme Tasmania Child and Youth Safe Organisations Framework
Legislation or other requirements	AASW Code of Ethics APS Code of Ethics PACFA Code of Ethics <i>Children Young Persons and Their Families Act 1997 (Tas)</i> <i>Family Violence Act 2004 (Tas)</i> <i>Family Law Act 1975 (Cth)</i>
Contractual obligations	Positive Solutions service agreements and contracts

PURPOSE

The Child Safe Code of Conduct sets out Positive Solutions' commitment to ensuring it discharges the obligations and expectations contained in the Child and Youth Safe Organisations Framework and Reportable Conduct Scheme. The Policy is to ensure all employees, volunteers and contractors of Positive Solutions behave appropriately and practice standards of professional and personal conduct that are consistent with Positive Solutions' values and uphold the public reputation of the organisation.

SCOPE

This Code of Conduct applies to all Positive Solutions' employees, volunteers and contractors.

POLICY STATEMENT

The Child Safe Code of Conduct outlines the required standard of acceptable conduct and behaviour that is expected of all employees, volunteers and contractors in the performance of their duties and interactions in the workplace with those under the age of 18 years. The required standard of acceptable conduct and behaviour supports Positive Solutions' ability to maintain public trust and confidence in the integrity and professionalism of the services provided to the community.

The Child Safe Code of Conduct and the behaviours outlined within it are fundamental to Positive Solutions’ building healthy and positive relationships with its younger clients.

The Child Safe Code of Conduct is not intended to provide an exhaustive list of what to do in every aspect of work but represents a framework to guide conduct and behaviour in the performance of duties and interactions in the workplace.

RESPONSIBILITIES

New employees, students and volunteers will be provided with a copy of this Code of Conduct at the time of their appointment. The recipient is required to read the Child Safe Code of Conduct; sign the agreement; and return the document to the person who is facilitating their induction.

The original document will be kept on file at Positive Solutions.

All employees, volunteers and contractors have the responsibilities to:

- Be aware of and comply with the Child Safe Code of Conduct.
- Report behaviour that may be contrary to the Child Safe Code of Conduct and required standards of behaviour.
- Role model the required behaviours and standards identified in the Child Safe Code of Conduct.
- Model our organisational values.
- Comply with mandatory reporting requirements, including but not limited to, mandatory reports of domestic and family violence, reportable incidents involving children and vulnerable people or other regulatory requirements.

POLICY APPLICATION

All paid and unpaid staff, including volunteers and students of Positive Solutions are responsible for the safety and wellbeing of children and young people who engage with Positive Solutions. 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 Positive Solutions 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 in Positive Solutions.
- 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.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Positive Solutions policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children’s safety and wellbeing as required by Positive Solutions risk assessment and management policy or process.

	<ul style="list-style-type: none"> • Respond to any concerns or complaints of child harm or abuse promptly and in line with Positive Solutions policy and procedure for receiving and responding to complaints. • Report all suspected or disclosed child harm or abuse as required by relevant legislation and by Positive Solutions policy and procedure on internal and external reporting. • Comply with Positive Solutions protocols on communicating with children. • Comply with relevant legislation and Positive Solutions policies and procedures on record keeping and information sharing.
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I will NOT:	<ul style="list-style-type: none"> • Engage in any unlawful activity with or in relation to a child. • Engage in any activity that is likely to harm a child, including, physically, sexually or emotionally. • 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 Positive Solutions’ 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 Positive Solutions 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. • Work with children while under the influence of alcohol or prohibited drugs. • Ignore or disregard any suspected or disclosed child harm or abuse.
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If I think this Code of Conduct has been breached by another person at Positive Solutions I will:	<ul style="list-style-type: none"> • 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 Chief Executive Officer, Operations Manager or Board President of Positive Solutions • Follow Positive Solutions policies and procedures for receiving and responding to complaints and concerns. • Comply with legislative requirements on reporting if relevant, and with Positive Solutions policy and procedure on internal and external reporting.
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FAILURE TO COMPLY WITH THE CODE OF CONDUCT

Breaches of the Code of Conduct constitute misconduct and may be subject to disciplinary action,

Depending on the nature of the breach, disciplinary actions may include:

- early intervention (e.g. informal/formal meeting, mediation, referral to counselling);
- temporary suspension from role;
- dismissal;
- civil action; and/or
- involvement of Police with regard to criminal charges.