



# Code of Conduct for Interacting with Children and Young People

*Per 'Mandatory Requirement #2' of Binnacle Training's 'Child and Youth Risk Management Strategy'.*

## Scope

Binnacle Training is committed to the safety and wellbeing of all children and young people, especially those who use our services. We will treat all children and young people with respect and understanding at all times and listen to their concerns.

To ensure children and young people are kept safe from harm, the following Code of Conduct outlines the expected standards of behaviour for all people who enter our service environment. This includes Management, employees, volunteers, consultants and contractors, students, Program Deliverers or persons (including partner schools) who have been engaged to provide certain services for, or on behalf of, Binnacle Training, pursuant to our Third-Party Agreement.

## Upholding this Code of Conduct

All people involved within Binnacle Training are expected to report any breaches of this code to the Chief Operations Officer. Any person who breaches this Code of Conduct may be subject to Binnacle Training's disciplinary procedures.

Serious breaches may also result in a referral being made to a statutory agency such as the police and/or the local authority children's social care department.

## The Role of Staff and Volunteers

When working with children and young people for Binnacle Training all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Operate within Binnacle Training's principles and guidance and any specific procedures.
- Follow Binnacle Training's 'Child and Youth Risk Management Policy' at all times.
- Listen to and respect children at all times.
- Avoid favouritism.
- Treat children and young people fairly and without prejudice or discrimination.
- Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Ensure any contact with children and young people is appropriate and in relation to the work of the project.
- Always ensure language is appropriate and not offensive or discriminatory.
- Always ensure equipment is used safely and for its intended purpose.

- Provide examples of good conduct you wish children and young people to follow.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults.
- Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are.
- Respect a young person's right to personal privacy.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Report any breaches of this Code of Conduct.

You must not:

- Patronise or treat children and young people as if they are silly.
- Allow allegations to go unreported.
- Develop inappropriate relationships such as contact with children and young people that is not a part of the work of Binnacle Training or agreed with the manager or leader.
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of Binnacle Training represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances.
- Let children and young people have your personal contact details (mobile number or address).
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Take or publish (including online) photos, or video recordings of a student without parental/carer consent.
- Post online any information about a student that may identify them such as their full name; age; email address; telephone number; residence; school; or details of a club or group they may attend.
- Act in a way that can be perceived as threatening or intrusive.
- Undertake inappropriate or unnecessary physical conduct or behaviours. Note, this excludes circumstances where physical conduct is necessary – for example:
  - injury management; and
  - to demonstrate a skill or for instructional purposes as part of an activity.
- Make inappropriate promises to children and young people, particularly in relation to confidentiality.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Rely on your reputation or that of the organisation to protect you.

## Breaches of the Code of Conduct for Interacting with Children and Young People

Unacceptable behaviour, which may be deemed to be a breach of this code, includes:

- undertaking unlawful activity with or in relation to a child or young person;
- engaging in an activity likely to cause any physical, sexual or emotional harm to a child or young person;

- abusing the trust that comes with being engaged by Binnacle Training;
- being alone with a child or young person unnecessarily;
- arranging personal contact, including online contact, with children or young people they work with for a purpose unrelated to their work activities;
- discriminating against any child or their family members;
- disclosing personal or sensitive information about a child or young person, including images of a child, without the consent of the child or young person and/or the consent of their parent or legal guardian (except where this is required for mandatory reporting or other legal requirements);
- using inappropriate language in the presence of children or young people;
- showing or providing children or young people with access to inappropriate images or material;
- undertaking work activities with children or young people when under the influence of alcohol or prohibited drugs; and
- ignoring or disregarding any suspected or disclosed risk of harm to a child or young person.

Breaches of this code may be subject to disciplinary action, including possible dismissal. Breaches may also lead to criminal proceedings.

## Relevant Legislation

- Working with Children (Risk Management and Screening) Act 2000