

OH&S 07.2a CYC Code Of Conduct

Purpose

This purpose of this code of conduct is to outline Christian Youth Camps (CYC) expectations of how staff and volunteers must behave to safeguard and protect children and vulnerable people from all forms of abuse.

Scope

This code of conduct applies to all CYC employees, volunteers, contractors, sub-contractors on all CYC sites and must be adhered to at all times.

All people involved in the care of children on behalf of CYC will:

1. Work towards the achievement of the aims and purposes of the organization.
2. Be responsible for relevant administration of programs and activities in their area.
3. Operate within all CYC policies and procedures.
4. Take all steps to prevent and protect children from abuse and uphold CYC's commitment to the protection of children in all CYC programs and activities.
5. Promote the safety, dignity, participation and empowerment of Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds.
6. Listen and respond immediately to any concerns or allegations of abuse.
7. Report all disclosures and/or concerns of abuse to their Supervisor/Site Manager as per the OH&S 07.2 Child Protection Reporting Procedure.
8. Be fair, considerate and honest with others.
9. Treat children and young people with respect and value their ideas and opinions.
10. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know.
11. Maintain strict impartiality.
12. Act as professional and positive role models in their conduct with children and young people.
13. When detaining, disciplining, talking to or counselling a child, ensure that there is at least one other adult present, of the same gender as the child.
14. **Physical Contact initiated by a guest:** All people are entitled to determine the degree of physical contact they have with others. There will be occasions where displays of affection are natural and young guests should not be shunned if they initiate and demonstrate their need for comfort, bearing in mind the age of the child and the circumstances. Care should be taken so that the level of contact is appropriate and **MUST NOT** occur in private.
15. **Necessary Physical Contact:** Ensure that any intentional physical contact staff have with children is necessary and explain the reason for the contact. Eg. Administration of first aid, assisting children fitting harnesses.
16. When providing First Aid to a child, if possible, ensure that another adult is present. If possible, use a first aider who is the same gender as the child.
17. Contact the police if a child is in immediate risk of abuse - telephone 000.

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children.
2. Unlawfully discriminate against any child because of age, race, religion, culture, vulnerability, sexuality or disability.
3. Engage in any activity with a child that is likely to physically or emotionally hurt them.
4. Initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do themselves, such as changing clothes or toileting.
5. Be alone with a child unnecessarily and for more than a very short time.
6. Transport children in private vehicles, without the express written permission of the child's parent/guardian and the Site Manager.
7. Develop a 'special' relationship with a specific child that could be seen as grooming, favouritism through the provision of gifts or inappropriate attention.
8. Arrange contact, including online contact, social media, instant messaging, personal emails or personal phone numbers, with children outside of the organisation's programs and activities.
9. Photograph or video a child without the consent of the child and his/her parents or guardians.
10. Work with children while under the influence of alcohol or illegal drugs.
11. Engage in open discussions of a mature or adult nature in the presence of children.
12. Use inappropriate language in the presence of children.
13. Do anything in contravention of CYC's policies, procedures or this Code Of Conduct.

What if I am not sure?

This Code of Conduct cannot anticipate every possible circumstance, but if you are in doubt it may be helpful to ask yourself the following:

- Does this feel like 'the right thing' to do?
- Am I acting in the child's best interest?
- What would my fellow CYC colleagues expect me to do in this situation?
- What would be the reaction if this was reported publicly?
- What impact would this have on the reputation of CYC?

Related Documents: This Code of Conduct should be read in conjunction with:

- OH&S 07 Child Protection Policy and
- OH&S 07.2 Child Protection Reporting Procedure

If you breach this Code Of Conduct you may face disciplinary action, including and up to termination of employment or cessation of engagement with CYC.

Authorised by: Glyn Mahon (General Manager Christian Youth Camps)
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