



CHILD SAFETY CODE OF CONDUCT FOR MANAGEMENT

CODE OF CONDUCT FOR MANAGEMENT WORKING WITH YOUNG PEOPLE

Management and staff at Latrobe Valley Training and Assessment Centre are required to abide by this Code.

The Director will:

1. Be responsible for the overall welfare and wellbeing of staff;
2. Be accountable for managing and maintaining a duty of care towards staff and
3. Nominate a Child Protection Officer to provide information and support to all staff and young people regarding child protection matters.

All people involved in the training of young people on behalf of Latrobe Valley Training and Assessment Centre 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 young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with young people.
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with young people;
11. Respect the privacy of young people, their families and trainers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for young people;
13. Operate within the policies and guidelines of Latrobe Valley Training and Assessment Centre; 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 young people;
2. Unlawfully discriminate against any young person;
3. Engage in any activity with a young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with young people outside of the organisation's programs and activities;
9. Photograph or video a young person without the consent of the child and his/her parents or guardians;
10. Work with young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence young people;
12. Use inappropriate language in the presence of young people; or
13. Do anything in contravention of the organisation's policies, 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.

AUTHORISATION

Director: Heather May

Signature: _____

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Policy Bank



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