

Developing Codes of Conduct

A 'code of conduct', sometimes called a 'code of behaviour' is a guide of do's and don'ts so staff, volunteers and students work appropriately with kids. It can set rules for all participants (including staff and kids) that provide for Child-safe Child-friendly environments.

An effective code of conduct:

- ▶ addresses risk factors
- ▶ has been developed collectively
- ▶ is clear and unambiguous
- ▶ is widely advertised and distributed
- ▶ reflects the unique values and program activities of your organisation
- ▶ addresses specific risks identified in your organisation's risk management plan; and
- ▶ removes uncertainty about what behaviour is acceptable with kids.

REMEMBER to keep it short, keep it clear, promote it, enforce it and review it.

{ EXAMPLE ONLY }

Do:

- ◆ Treat everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents).
- ◆ Remember to be a positive role model to kids in all your conduct with them.
- ◆ Set clear boundaries about appropriate behaviour between yourself and the kids in your organisation. Boundaries help everyone to carry out their roles well.
- ◆ Follow organisational policy and guidelines for the safety of children as outlined in your Child-safe Child-friendly Policy (see resource on Child-safe Child-friendly Policy).
- ◆ Always have another adult present or in sight when conducting one to one coaching, instruction etc.
- ◆ Record and act on serious complaints of abuse.

Do Not:

- ◆ Develop any 'special' relationships with children that could be seen as favouritism such as the offering of gifts or special treatment.
- ◆ Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.

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Use this template to help develop a Code of Conduct in your organisation.

Statement of Commitment

Our organisation provides an open, welcoming and safe environment for everyone participating in our programs.

We provide high quality program(s) for kids that are safe and welcoming for them.

We seek advice and guidance from kids, parents and colleagues so these standards are maintained.

Codes

Everyone participating in’s programs (including staff, volunteers, students, children, parents and visitors) must keep to the following codes of behaviour.

Do	
Do	
Do	
Do	
Do	
Do	

Do not	
Do not	
Do not	
Do not	
Do not	
Do not	