

# SEARCH THE WAY

## SP CD 02 STW CHILD SAFETY CODE OF CONDUCT

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Drafted by	Justin Blacklock	Approved by board on	8.08.2017
Responsible person	Director	Scheduled review date	1.04.2018

### **STW CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE**

Management, staff, volunteers and contractors at Search The Way Limited (trading as Search The Way, STW) are required to abide by this Code.

Under the Director, management will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Nominate a Child Protection Officer (= STW Director, Mr Justin Blacklock) to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All people involved in the care of children on behalf of Search The Way 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 children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of Search The Way; and
14. Contact the police if a child is at immediate risk of abuse (telephone 111).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or 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 of children;
12. Use inappropriate language in the presence of children; 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.

**Note:** Within the general principles expressed here and elsewhere in other STW Codes, Policies and Procedures, more specific procedural provisions may be necessary to deal with particular circumstances and difficult situations – for example, some sporting and adventure activities may legitimately involve some forms of 'safe and appropriate' physical contact, and some people with disabilities may legitimately require carefully monitored support. Such specific provisions are developed by the relevant staff and affected stakeholders of the individuals, families and organisations that require them, and will always have the safety and well-being of all STW participants and staff as paramount. Such specific procedural provisions cannot be prescribed on a one-size-fits-all generic code of conduct.

### **AUTHORISATION**



Director  
Search The Way Limited  
8.08.2017