

# **Halogen Australia Pty Ltd**

## Child Safety Policy and Code of Conduct – Working with Children and Young People



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The Child Safety Policy and Code of Conduct was developed to demonstrate the strong commitment of the management, staff and volunteers to child safety, and to establishing and maintaining a child safe and child friendly environment at any event (Event) conducted by Halogen Australia.

This Policy and Code of Conduct applies to all staff, volunteers, children and individuals involved with Halogen Australia. This Policy is to be reviewed annually by the Directors of Halogen Australia.

## **CHILD SAFETY POLICY**

### **1. Commitment to child safety**

All children who come to the Event have a right to feel and be safe.

Halogen Australia is committed to the safety and wellbeing of all children and young people accessing our programs and activities. The welfare of the children at our Event will always be our first priority. We want children and young people who participate in our programs and activities to feel safe and to benefit from the event.

### **2. Children's rights to safety and participation**

Halogen Australia staff and volunteers encourage children to express their views, and make suggestions, especially on matters that directly affect children. We actively encourage all children who participate in our programs to 'have a say'. We value diversity and do not tolerate any discriminatory practices.

We listen to and act on any concerns children, or their teachers/carers, raise with us.

### **3. Recruitment of staff and volunteers**

Halogen Australia applies the best practice standards in the recruitment and screening of staff and volunteers. All new Halogen Australia staff and volunteers working with children will be interviewed and have referee checks before commencing work for Halogen Australia. New volunteers at Halogen Australia undertake a three month probationary period. All Halogen Australia staff are subject to a mandatory probationary period of up to six months.

#### **4. Support for staff and volunteers**

We provide support and supervision of staff and volunteers so people feel valued, respected and fairly treated.

#### **5. Reporting and responding to suspected abuse and neglect**

We will not tolerate incidents of child abuse. Abuse and neglect includes:

- ☐ Physical abuse - when a person purposefully injures or threatens to injure a child or young person.
- ☐ Emotional abuse - an attack on a child or young person's self esteem e.g. through bullying, name calling, threatening, ridiculing, intimidating or isolating the child.
- ☐ Sexual abuse - any sexual act or sexual threat imposed on a child or young person.
- ☐ Neglect - where a child or young person is harmed by the failure to provide the basic physical or emotional necessities.

Staff and volunteers must notify the appropriate Child Abuse Report Line (see below) as soon as practicable if they have a reasonable suspicion that a child has been or is being abused or neglected.

A person does not necessarily exhaust his or her duty of care to a child by making a report to the Child Abuse Report Line. For example, staff and volunteers should also report any form of suspected abuse to a director of Halogen Australia, who will seek further support to keep the child and others safe.

We take responsibility for ensuring that staff and volunteers are aware how to make appropriate reports of abuse or neglect.

## **CODE OF CONDUCT WORKING WITH CHILDREN AND YOUNG PEOPLE**

This Code of Conduct is designed to provide guidance to our staff and volunteers responsible for activities involving children and young people under the age of 18 years. The Code serves to protect children and reduce any opportunities for abuse or harm to occur. Management, staff and volunteers all agree to abide by the Code of Conduct.

### **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.
3. Nominate the Halogen Australia Managing Director as the contact person to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

### **Staff will:**

1. Be responsible for relevant administration of programs and activities at an Event.
2. Maintain a duty of care towards others and be accountable for matters relating to the aims and functions of Halogen Australia.
3. Establish and maintain a child safe environment in the course of their work.

### **Staff and volunteers will:**

1. Be fair, considerate and honest with others.
2. Treat children and young people with respect, listen to and value their ideas and opinions, and protect their wellbeing.
3. Remember to act as positive role models in their conduct with children and young people.
4. Operate within the policies and guidelines of Halogen Australia, its programs and activities.
5. Be professional in their actions through their use of language, presentation, manner and punctuality.

6. Resolve conflicts fairly and promptly, and report on any breaches of these standards of behaviour to Halogen Australia's Managing Director.
7. Maintain strict impartiality.
8. Comply with specific organisational guidelines on physical contact with children.
9. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know.
10. Maintain a child safe environment for children and young people.

**Management, staff and volunteers will not:**

1. Engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children or young people.
2. Discriminate on the basis of age, gender, race, culture, belief, vulnerability or sexuality.
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 for more than a very short time.
6. Develop a 'special' relationship with a specific child or young person for our own needs.
7. Show favouritism through the provision of gifts or inappropriate attention.
8. Arrange contact with children or young people outside of the organisation's programs and activities and Events.
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.

