

# CHILD SAFETY CODE OF CONDUCT

## BACKGROUND

All New Horizons Tasmania workers (which includes employees, volunteers and Board Members) are responsible for the safety and wellbeing of children and young people who engage with New Horizons Tasmania (NHT). All NHT workers must act in accordance with this Code of Conduct, in their physical and online interactions with children and young people under 18.

## CODE OF CONDUCT

I will:

- Act in accordance with NHT's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children at NHT.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation, is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them, wherever possible.
- Contribute, where appropriate, to NHT's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by NHT's risk management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with NHT's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by the *Child and Youth Safe Organisations Act 2023* and by NHT's policy and procedure on internal and external reporting.
- Comply with NHT's protocols on communicating with children.
- Comply with the Act and NHT's policies and procedures on record keeping and information sharing.

I will not:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to NHT's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by NHT's policy and procedure on reporting.

- Use inappropriate language in the presence of children or show or provide children access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person in NHT I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the Chief Executive Officer, Executive Officer, Board Member or trusted NHT staff member.
- Follow NHT's policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with NHT's policies and procedures on internal and external reporting.

I agree to abide by this Code of Conduct during my work with NHT.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with NHT.

<i>Name:</i>	<i>Signed:</i>	<i>Date:</i>
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Approved by/date: Board 23/07/24 Next Review Date: 23/07/26 Last Review Date: N/A
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