

### Policy Statement

This Employee Child Code of Conduct outlines the required standards of behaviour and practice by employees in undertaking their role with Kidney Health Australia.

All paid and unpaid staff, including volunteers, interns or trainees of [the organisation] are responsible for the safety and wellbeing of children and young people who engage with Kidney Health Australia. All paid and unpaid staff are expected to act in accordance with this Child Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

#### **I will:**

- Act in accordance with Kidney Health Australia'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 in Kidney Health Australia.
- 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 and 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 Kidney Health Australia's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Kidney Health Australia's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with [the organisation's] policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by [relevant legislation] and by Kidney Health Australia's policy and procedure on internal and external reporting.
- Comply with Kidney Health Australia's protocols on communicating with children.
- Comply with [relevant legislation] and Kidney Health Australia'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 Kidney Health Australia’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 Kidney Health Australia’s policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with 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 Kidney Health Australia I will:**

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, Kidney Health Australia’s Child Safety Officer, the Chief Executive Officer or another manager or leader in Kidney Health Australia.
- Follow Kidney Health Australia’s policies and procedures for receiving and responding to complaints and concerns.
- Comply with [legislative requirements on reporting] if relevant, and with Kidney Health Australia’s policy and procedure on internal and external reporting.

**I, \_\_\_\_\_ (employee), have read, understand and agree to this organisation Child Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Child Code of Conduct.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Signature

## 1 Document Information

<b>Document owner</b>	Human Resources
<b>Creation date</b>	20 July 2019

## 2 Revision History

<b>Issue #</b>	<b>Date</b>	<b>Author</b>	<b>Change</b>
1		Danny Ramos	Initial release