

CHILD SAFE CODE OF CONDUCT

Informing Children and Young People of our obligation to them



WHAT IS A CODE OF CONDUCT AND, WHY DO WE HAVE ONE?

A Code of Conduct tells our Board members, staff, volunteers, students and contractors, the rules on how they need to act around children and young people. While there are many rules in the Code of Conduct, it's very important they're included, to make sure we keep children and young people safe at all times. Every Board member, employee, volunteer, student and contractor must sign and agree to the Code of Conduct and follow its rules.

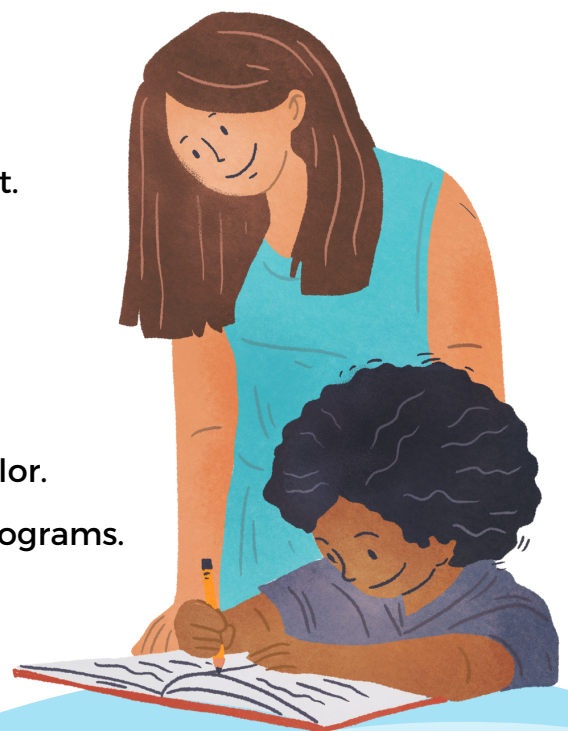
- Protect you from abuse or harm.
- Listen to you, believe you and take your concerns seriously.
- Respond to any of your concerns and provide you help and support.
- Create inclusive, safe and protective environments to enjoy your community.
- Respect you and treat you fairly.
- Empower you to be boss of your own bodies.
- Support you to get professional help if needed.
- Enable you to participate fully and on an equal basis in the services, programs and activities we offer.
- Value and respect your cultural identity, abilities, gender and sexuality.
- Respect your privacy and tell you when and how your personal information will be shared.
- Respect your confidentiality, inform you about its limits, and let you have a say on issues that relate to this.
- Enable you to participate in decisions about your safety, wellbeing and welfare.



WHAT SHOULD I DO IF I, OR SOMEONE I KNOW IS UNSAFE?

This is a great question! Tell an adult that you can trust. This might be:

- Parent or carer.
- Family member or trusted family friend.
- A teacher or someone who works at your school.
- A doctor, a worker that you see regularly, or a counsellor.
- It might be someone from one of our services and programs. We are always willing to listen to you.



All adults at our services can help you and must take your concerns seriously.

Remember:

- Telling someone you trust will not get you in trouble.
- It is not okay for adults to make you feel scared, unsafe or uncomfortable by the way they touch, talk to and treat you, or by the things they ask you to do.
- Even if the person who is making you feel unsafe has asked you to keep it a secret, or has told you that something bad will happen if you tell someone, you should still talk to an adult you trust so they can protect you and help you to feel safe.
- A person doesn't have to physically hurt or touch you to be doing the wrong thing. They may also use their words, social media, or act in ways that are not safe (like not taking proper care of you).
- If you are worried that a friend is unsafe, you should talk to an adult you trust so they can make sure your friend is safe and can be protected (even if your friend told you not to tell anyone).
- Even if you are not sure, if something doesn't feel right, talk to an adult just in case.
- There are people who care about you and you do not need to deal with this on your own.



WHAT WILL HAPPEN WHEN I TELL SOMEONE AT COMMUNICARE?

- We will listen to your concerns and take them seriously.
- We will help you and make sure you do not have to deal with this alone.
- We will tell another adult at the service (like our boss) about your concerns so that we can work out the best way to keep you, or the person you are worried about, safe.
- Sometimes, if we have concerns about your safety and think you need protection, we may also have to tell the police or other workers who specialise in protecting children.
- We will not share what you have told us with the person making you feel unsafe, without talking to you about that first.
- We will check-in with you and keep you updated on what we have done and are planning to do next.
- Most importantly, you will always be welcomed, included and protected in our services and programs.

