

HOPE FOR CHILDREN CODE OF CONDUCT

GENERAL STANDARDS OF BEHAVIOUR POLICY

As a representative of HFC I agree that I will:

- Treat all people with respect regardless of race, colour, gender, language, religion, political or other opinion, ethnic or social origin, property, disability, birth or other status;
- Ensure that my behaviour reflects the values of HFC
- Do my part to ensure that my workplace remains safe and complies with all relevant legislation
- Respect the dignity of the public, our clients, volunteers and other representatives of HFC by treating them with courtesy, honesty and sensitivity to their rights.
- Make decisions ethically, fairly and without bias using the best factual information available.
- Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority
- Never carry out any work on behalf of HFC under the influence of alcohol or drugs
- Comply with all policies and procedures put in place by and HFC relevant to my position.
- Protect confidential information, only accessing it when it is required for work purposes, and only releasing confidential information if authorised to do so.

PROMOTING CHILD SAFETY

As a representative of HFC, I acknowledge that I am working with an organisation whose work prioritises the needs, safety and empowerment of children and as such I **must**:

- Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, ethnic or social origin, property, disability, birth or other status;
- 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 engaging with HFC
- 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.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts. I acknowledge that mistaken belief of age is not a defence;
- Not seek to make contact and spend time with any child or young person accessing HFC programs outside of approved program activities and duties

- Wherever possible, ensure that another adult is present when working with children;
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present;
- Not do things of a personal nature that a child can do for him/herself, such as assistance with
- toileting or changing clothes.
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium;
- Not use physical punishment on children;
- Not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Not give or provide children with alcohol or illegal drugs;
- Not show favouritism through the provision of gifts or inappropriate attention or otherwise act in a way that shows unfair and differential treatment of children.
- Not behave provocatively or inappropriately with a child.
- Not condone or participate in, behaviour of children that is illegal, unsafe or abusive
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour;
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures; and
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with HFC that relate to child exploitation and abuse.
- Contribute, where appropriate, to HFC's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by HFC's risk assessment and management policy or process.

When photographing or filming a child or using children's images, for work-related purposes, **I must:**

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used;
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts;

- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form; and
- I understand that the onus is on me, as a person associated with HFC, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARRASSMENT

As an individual working within the Aid and Development sector, I recognise that my work will regularly bring me into contact with vulnerable people, and it is of vital importance that I actively work to promote an organisational culture in which everyone feels safe.

I must:

- Not engage in any behaviour that is sexually exploitative, abusive or harassing
- Not engage in any behaviour that constitutes bullying
- Not exchange any money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Not engage in any sexual relationship with any beneficiaries of an HFC program.
- Immediately report any concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, via the established PSEAH reporting mechanisms

REFERENCES

Associated Documents

- Prevention from Sexual Exploitation
- Child Protection Policy
- Conflict of Interest
- Privacy and Confidentiality Policy