

YWCA Australia Child Safe Code of Conduct



YWCA Australia is committed to providing a welcoming and safe environment for everyone participating in its community programs and workplace.

All Employees of YWCA Australia are responsible for the safety and wellbeing of children and young people who engage with YWCA Australia. All Employees are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

This Child Safe Code of Conduct outlines the responsibilities of all employees working with children and young people at YWCA Australia. Employees include paid staff, volunteers, interns, trainees and directors.

YWCA Australia Employees will:

- Act in accordance with YWCA 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 Employees.
- 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 YWCA 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 YWCA 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 YWCA 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 YWCA Australia'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 YWCA Australia's policy and procedure on internal and external reporting.
- Comply with YWCA Australia's protocols on communicating with children.
- Comply with relevant legislation and YWCA Australia's policies and procedures on record keeping and information sharing.

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

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly follow and comply with YWCA Australia's policies and procedures relating to child safety and protection.
- Comply with relevant legislative reporting requirements, and with YWCA Australia's policy and procedure on internal and external reporting.

I agree to abide by this Child Safe Code of Conduct during my employment with YWCA Australia. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with YWCA Australia.

Full Name

Signature:

Date:

Appendix 1:

Documentation available on YWCA Australia's National Portal:

[YWCA Australia Child and Young Person Safety and Wellbeing Policy](#)

[YWCA Australia Child and Young Person Protection Procedure](#) outlines the procedure for reporting and the definition of risk of significant harm which in turn triggers reporting.