

# Code of Conduct (Children and Young People)

## Introduction

All workers are responsible for the safety and wellbeing of children and young people who engage with the organisation. All workers 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 policy affirms the Organisation's belief in responsible social and ethical behaviour from all employees especially in relation to Children and Young People. This policy clarifies the standards of behaviour that WHR Allied Health expects of all employees.

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and providers who are under the age of 18. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. Our Code of Conduct policy is to be considered in conjunction with the Occupational Therapy Board Code of Conduct which must be abided by in relation to your registration and the NDIS Code of Conduct.

## Principles

- Our employees contribute to the success of our organisation and that of our Clients.
- The organisation ensures that no workers are deprived of their basic human rights.
- Our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity.
- Unlawful and unethical business practices undermine employee and Client trust.

## Applicability

When
<ul style="list-style-type: none"> <li>• applies to supports and service provided to all participants under the age of 18</li> </ul>
Who
<ul style="list-style-type: none"> <li>• applies to all representatives including key management personnel, directors, full time workers, part time workers, casual workers, contractors and volunteers.</li> </ul>

## Documents

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- NDIS Code of Conduct
  - WHR Allied Health Policy NDIS Code of Conduct
  - Occupational Therapy Board Code of Conduct

## Supporting Policy Directives

### All workers will:

- Act in accordance with WHR Allied Health'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 WHR Allied Health.
- 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.

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- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to WHR Allied Health's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by WHR Allied Health's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with WHR Allied Health's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by the relevant legislation and by WHR Allied Health's policy and processes on internal and external reporting.
- Comply with WHR Allied Health's protocols on communicating with children.
- Comply with relevant legislation and WHR Allied Health's policies and procedures on record keeping and information sharing.

## **Workers 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 WHR Allied Health'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 WHR Allied Health's policy and processes 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 the organisation I will:**

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to key management personnel.
- Follow the organisations policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with the organisations policy and procedure on internal and external reporting.