



Code of Conduct

Scope

This policy applies to staff, volunteers, students on placement, contractors, participants and visitors at Watsonia Neighbourhood House (WNH).

Statement of Policy

All staff, volunteers, students on placement, contractors, participants and visitors are required to observe this code of conduct, and display appropriate behaviour.

All individuals must:

- Treat others with respect, courtesy and sensitivity
- At all times engage in conduct that ensures a safe and healthy environment
- Work in a manner consistent with child safety
- Engage in conduct that is in keeping with our culture of kindness and caring
- Not misuse their position to benefit themselves or disadvantage others
- Foster an environment that encourages equal opportunity and where discrimination, bullying or harassment of any kind is not tolerated
- Ensure all participants, regardless of their race/ethnicity, religious beliefs, age, ability, sexual orientation, gender identity, financial or social background and education, have equal rights
- Adhere to all policies and procedures, and comply with all laws and regulations
- Respect the privacy of all members, participants, staff and volunteers in accordance with our **Privacy Policy**
- Uphold the organisation's good reputation.

The Manager will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers
- Be accountable for managing and maintaining a duty of care towards staff and volunteers
- Act as the nominated Child Protection Officer to provide information and support to all staff, volunteers, children, young people, and their carers regarding child protection matters.

Child safe statement

Watsonia Neighbourhood House (WNH) is a child-safe organisation. All children or young people who attend services, programs and events delivered by, and spaces managed by WNH have the right to feel and be safe. We have zero tolerance of child abuse and are committed to creating and maintaining a safe and empowering environment, where protecting children and preventing and responding to child abuse is embedded in our culture.

The Manager acts as Child/Youth Safety Officer and ensures that all Child Safe policies are upheld.

If you have any concerns about the safety or well being of a child or young person at Watsonia Neighbourhood House please speak to the Manager, Lucie Holden, immediately on 0430 200 058 or email manager@watsonianh.org.au.

What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

Where a reportable allegation has been made, the matter will be managed in accordance with the Reportable Conduct Policy and may be referred to Victoria Police.

If a staff member or volunteer thinks that this Code of Conduct has been breached, they will;

- Act in the best interest of the child or young person
- Act promptly to ensure that the child or young person is safe
- Promptly follow reporting procedures

Related policies

Child safety and well being Policy

Concerns, Incidents and Complaints Policy

Concerns, Incidents and Complaints Report form

References

Child Safe Standard as made under section 17(1) of the Child Wellbeing and Safety Act 2005.

Policy status

This policy was endorsed by the Committee of Governanc.

The Committee of Governance is responsible for reviewing this policy.

Commented [CS1]: This is where I'd put a link to the child safety and wellbeing policy. I assume that was the plan!