

## Organisational Culture

### Code of Conduct Sample

A 'code of conduct', sometimes called a 'code of behaviour' is a guide of do's and don'ts so workers can work appropriately with children. You can have different codes of conduct for different stakeholders allowing you to set rules for all participants (including workers, families and kids) that work, engage with, participate or contribute to your Child-safe club /organisation.

#### An effective code of conduct:

- addresses risk factors
- has been developed collectively
- is easy to understand, clear and unambiguous
- is widely advertised and distributed
- reflects the unique values and program activities of your club / organisation
- addresses specific risks identified in your organisation's risk management plan; and
- removes uncertainty about what behaviour is acceptable with kids.

Do	Treat everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents).
Do	Remember to be a positive role model to kids in all your conduct with them.
Do	Set clear boundaries about appropriate behaviour between yourself and the kids in your organisation. Boundaries help everyone to carry out their roles well.
Do	Follow organisational policy and guidelines for the safety of children as outlined in your Child-safe Policy (see resource on Child-safe Policy).
Do	Always have another adult present or in sight when conducting one to one coaching, instruction etc.
Do	Record and act on serious complaints of abuse.

<b>Do Not</b>	Develop any 'special' relationships with children that could be seen as favouritism such as the offering of gifts or special treatment.
<b>Do Not</b>	Do things of a personal nature that a child can do for themselves, such as assisting them to go to the toilet or change clothes.

SAMPLE ONLY