This Code of Conduct template is based on the template developed by the Department of Communities in a generic format that can be developed by any state or local government agency, community sector service provider, Aboriginal Community Controlled Organisation or private industry (including sporting or recreating groups).  The original template is available [**here**](http://www.communities.wa.gov.au/childsafeorgs)**.**

**SAMPLE SSA Child Safety Code of Conduct**

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| All SSA staff and volunteers are responsible for the safety, wellbeing and empowerment of children and young people who engage with the SSA. All staff and volunteers are expected to familiarise themselves, and act in accordance with this Code of Conduct.If you are concerned about a matter or are uncertain about what to do in any situation after reading this Code of Conduct, it is important to direct any questions to, or seek support from, <INSERT RELEVANT PERSON AND ROLE AT YOUR SSA>. All enquiries and questions will be encouraged and supported. |
| **I will:** | * Act in accordance with <INSERT SSA AND TITLE OF RELEVANT SSA POLICIES FOR EXAMPLE: WELLBEING AND CHILD SAFETY> policies and procedures at all times
* Uphold the human rights of children and young people who come into contact with the <INSERT SSA NAME> to feel heard on all matters, including those relevant to their safety
* Provide a welcoming, inclusive and safe environment that supports and values the ideas and opinions of children and young people, and treats them with respect regardless of their background or status
* Actively promote and consider the cultural safety and inclusion of all children and young people
* Empower children and young people by providing an environment where they are encouraged to actively participate and ‘have a say’ on all matters, particularly on matters that are important to them
* Listen and respond to the views and concerns of children and young people, including where it relates to concerns about their safety
* Abide by the <INSERT SSA> commitment to be a child safe organisation
* Identify and mitigate risks to the safety and wellbeing of children and young people – both online and in person.
* Take all reasonable steps to protect children and young people from harm
* Challenge unacceptable behaviour and report all allegations or suspicions of abuse to <INSERT RELEVANT PERSON AT SSA’S NAME AND ALSO LINK TO SSA REPORTING FLOWCHART>
* Report any concerns, allegations, disclosures, or observations of child abuse in line with<INSERT SSA> reporting flowchart, policies and processes (which include internal and external reporting)
* Report all child safety concerns to <INSERT MOST RELEVANT PERSON AT SSA AND LINK TO SSA REPORTING FLOWCHART>
* Work with children and young people in an open and transparent way. For example: wherever possible, ensuring interactions with children and young people can be observed by other adults; ensuring any electronic communication with children and young people implements the two-deep model of communication
* Respect the privacy of children and young people and their families and only disclose information to people on a need-to-know basis
* Always observe professional boundaries with children and young people
* Comply with <INSERT RELEVANT LEGISLATION> and the <INSERT SSA> policies and procedures on record keeping and information sharing
* Disclose any information of charges, convictions of abuse and all other offence history in accordance with the <INSERT SSA POLICY NAME, FOR EXAMPLE ‘Criminal Record Check policy’> policy.
 |
| **I will not:** | * Condone or participate in behaviour that is illegal, unsafe or abusive to children and young people
* Ignore or disregard any concerns, suspicions, or disclosures of child abuse or harm
* Exaggerate or trivialise allegations or issues relating to child abuse or the safety and wellbeing of children and young people
* Discriminate against children and young people based on their age, gender identity, sex, race, cultural or sexual orientation.
* Develop inappropriate relationships with children or young people, including relationships that show favouritism.
* Display violent or inappropriate behaviour towards a child or young person
* Initiate unnecessary physical contact with children and young people or exhibit behaviours with children and young people which may be construed as inappropriate
* Put children and young people at risk of abuse (for example, by allowing unnecessary time where an adult is alone with a child)
* Conduct a sexual relationship with a child or young person, or participate in or initiate any form of sexual contact with a child or young person
* Engage in open discussions of a mature nature in the presence of children and young people
* Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child or young person
* Discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
* Use any computer, mobile phone, or video and digital camera to exploit or harass children and young people or expose them to offensive or sexualised content
* Exchange personal contact details with a child or young person such as phone number, social networking sites or email address, unless necessary. If there is any electronic communication with children and young people, the two-deep model of communication will be used
* Have unauthorised contact with a child or young person or their family outside of the <INSERT SSA>, including online, on social media or by phone.
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| **If I think this Code of Conduct has been breached by another person in [INSERT SSA] I will:** | * Act to prioritise the best interests of children
* Take actions promptly to ensure that children and young people are safe
* Promptly report allegations or suspicions of breaches of Code of Conduct to <INSERT WHO AT THE SSA TO REPORT TO>
* Follow the [INSERT SSA] [INSERT RELEVANT REPORTING FLOWCHART, POLICIES AND PROCEDURES] for receiving and responding to concerns and complaints
* Maintain confidentiality when involved in a disciplinary process
* Report suspected breaches of the Code of Conduct to <INSERT RELEVANT PERSON AT THE SSA>.
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| **I agree to abide by this Code of Conduct during my role at [INSERT SSA].** | SignatureFull Name |
| **I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my position.** | Date |

 View factsheet 1.4

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If you need support:
› [Mental health community links](https://www.sportwest.com.au/true-sport-mental-health-and-wellbeing-community-links-2/)
› [Reporting flowchart](https://www.sportwest.com.au/true-sport/files/NatPrin_Template6.4/)