



Child Safe Code of Conduct



- Statement of Commitment to Child Safety -

At Prospr, we are deeply committed to ensuring the safety, wellbeing, and empowerment of every child in our care, fostering an environment that not only protects them but also nurtures their growth and development. We're dedicated to promoting a safe environment for children from culturally diverse backgrounds and those with disabilities, valuing inclusivity and accessibility. Through comprehensive employee screening, ongoing staff training, transparent communication, and a strong organisational culture centred on child welfare, we uphold our commitment to child safety. By stringently adhering to legislation, policies, and standards, including a zero-tolerance policy against child abuse and alignment with relevant regulations, we strive to create a nurturing and protective environment where every child can thrive and realise their full potential.

To view our complete Statement of Commitment, please visit our website:

<https://prospr.care/child-safe-commitment>

- Code of Conduct -

This Code of Conduct sets rules and expectations for how all employees in our agency should behave when supporting children, or developing policies which impact children. This is crucial to prevent harm to children. Child abuse takes many forms and can include physical, sexual, psychological (emotional) abuse, ill-treatment, and neglect. Our *Child Safe Policy* and *Risk Management Plan* provide more information about these different types of abuse. This Code of Conduct identifies positive child-safe behaviours that we encourage all of our employees to support. It also identifies behaviours that we consider unacceptable. Engaging in unacceptable behaviour is a breach of this Code of Conduct and will result in managerial or disciplinary action. Some examples of concerning behaviours are also provided below. These are behaviours that on their own may not constitute a breach of the Code of Conduct but together may indicate a pattern of behaviour that poses a risk to the safety of children.



- I Will:

- Listen attentively to children's values and opinions, and take their concerns seriously regardless of the supposed severity.
 - Always prioritise the safety, welfare, and best interests of the child in every decision and action.
 - Comply with all relevant federal and state legislation, as well as organisational child safety policies and procedures without exception.
 - Report and address any behavioural complaints, concerns, allegations, disclosures, or observed breaches regarding this Code of Conduct with management swiftly and appropriately to protect children from harm.

 - Report any conflicts of interest, ensuring transparency and integrity in my interactions with children.
 - Collaborate with colleagues to maintain a child-focused approach and promptly address any risks to child safety.
 - Create an inclusive and welcoming environment for all children and their families, regardless of their race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, health status, national, ethnic, or social origin, culture, property, ability, or other status.
 - Dress in clean, appropriate clothing and following any dress code standards or guidelines (including avoiding clothing that is revealing or that includes offensive language or pictures).

 - Actively promote cultural safety and respect for diverse backgrounds.
 - Seek explicit and informed consent from children and their parents/guardians before engaging in any interaction that may affect them, such as personal care, respecting their autonomy and right to control their own experiences and boundaries.
 - Participate in ongoing training to enhance my skills and knowledge in safeguarding children.
 - Provide a private space for children to undress, shower and toilet that has appropriate supervision while respecting the child's privacy.

 - Always seek consent from a child and their parents/guardians prior to transporting them, and provide clear information on the details of the journey including the mode of transport, individuals on the journey, a clear reason for the requirement of the transport, and a general understanding of the route.
 - Respect the privacy of children and their families by keeping all information about child protection concerns confidential.
 - Ensure personal conversations with children are done in a transparent way, and in view of others.
 - Obtain consent before taking photos of children for work purposes, ensuring privacy and dignity by using the work phone at the child's home or promptly deleting personal phone images.
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- I Will Not:

- Ignore or dismiss concerns, suspicions, or disclosures of child abuse regardless of the alleged severity.
 - Fail to report information to authorities if a child is suspected or known to be abused.
 - Engage in any form of physical, sexual, or psychological (emotional) abuse, ill-treatment, neglect, or grooming towards children.
 - Use punitive language or discipline techniques that may be perceived as harsh or damaging to children's self-esteem.

 - Use discriminatory, offensive, or hurtful behaviour or language to children or within the vicinity of children.
 - Verbally assault a child or create an environment of fear.
 - Engage in unwarranted or inappropriate physical contact with a child, including but not limited to corporal punishment, unnecessary or unwanted touch, and requesting hugs, massages, or engaging in tickling.
 - Criticise, denigrate, or undermine a child's self-esteem or worth.

 - Be passive aggressive to children and their families, as well as other people I work with, including but not limited to purposely ignoring, isolating, or dismissing others.
 - Interfere with a child's ability to form friendships or social connections.
 - Encourage private or inappropriate communication with a child, such as encouraging children to hold secrets.
 - Give a child gifts, food, or money without approval from management.

 - Share details of sexual experiences or use sexual language or gestures in the presence of children.
 - Make any contact with a child, their family members, or other individuals associated with the child or their family outside of my rostered working hours, including both physical and online contact.
 - Accept friend request, create or respond to posts, or message children and their families on any social media platforms.
 - Offer or condone the use of alcohol, cigarettes, vapes, drugs, or pornography to children.

 - Be under the influence of alcohol, drugs, or other intoxicants whilst supporting children.
 - Provide any food, drinks, or medication to a child without the correct parental and medical consent, and consideration for dietary restrictions or allergies.
 - Be alone or in a secluded environment with a child when there is no professional reason for doing so.
 - Show unacceptable physical affection such as, but not limited to; closed hugs, kisses, hand holding (except for safety), and caressing.
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- Concerning Behaviour:

I understand that the below-listed behaviours may not constitute a breach of the Code of Conduct, but could indicate a pattern of behaviour that poses a risk to the safety of children.

- Accepting gifts or favours from children or their families that could create a perceived conflict of interest.
- Sharing personal information irrelevant to the care or development of children, outside of the purposes of building rapport and therapeutic relationships with children and their families.
- Making promises to children that cannot be fulfilled or making false statements about their care or future outcomes.
- Showing excessive interest in the personal lives or activities of specific children, beyond what is necessary for their care or support.

- Engaging in behaviour that undermines the authority or credibility of other staff members in front of children, creating confusion or discord among them.
- Showing favour to one child over others, including but not limited to allowing certain children to bend or break rules or policies while enforcing them strictly with others.
- Engaging in gossip or negative talk about children with colleagues, which can undermine trust and confidentiality.

We encourage all staff, families, and community members to voice any concerns they may have regarding the safety of children. Any complaints regarding a breach of this Code of Conduct should be promptly reported via the complaints form on our website <https://prospr.care/oohc-feedback%2Fcomplaints-1>

Complaints may also be directed to our Child Wellbeing Officer Kenan Akkoc via kenan.akkoc@prospr.care or on 0422 333 655.

Some breaches of this Code of Conduct may need to be reported to the NSW Police, the Department of Communities and Justice, and the Office of the Children's Guardian, and/or the NDIS Quality and Safeguards Commission. Our *Reporting Policy & Guide* provides more information about our reporting obligations to external authorities, as well as describing protections and confidentiality provisions for anyone making a report. This policy can also be found on our website at <https://prospr.care/oohc-feedback%2Fcomplaints-1>

Employees found to be in violation of our Code of Conduct will face disciplinary measures, which could involve heightened supervision, reassignment to a different role, suspension, or termination from the organisation. Comprehensive explanations of breaches are outlined in our *Employee Handbook*, provided to all internal employees during their induction, or available to external stakeholder and individuals via request through admin@prospr.care

Please Note:

Failure to report, or concealing a child abuse offence holds a maximum jail sentence of 2 years under section 316A of the *Crimes ACT 1900*. Similarly, failure to reduce or remove risk of a child becoming a victim of child abuse also carries the same maximum imprisonment term (section 43B - *Crimes ACT 1900*).

Comprehensive explanations of breaches are outlined in our *Employee Handbook* and *Child Safe Policy*, provided to all staff upon their induction at Prospr. Our *Employee Handbook* is also available to external stakeholders and individuals via request at admin@prospr.care

I have read this Code of Conduct and agree to abide by it and its terms.

Signature

Name	
Signature	

Last reviewed: 12 February 2024
Next review date: 12 August 2024
Responsible officer: Kenan Akkoc
(Child Wellbeing Officer)

