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Safeguarding Code of Conduct

Scope:	Organisational
Section:	Org_SD.8b
Reviewed:	21 September 2022
Next Review Date:	21 September 2025
Version:	S01/2022

1. Introduction

- 1.1 St Anthony's Family Care (SAFC) is actively committed to fostering a culture of safeguarding that recognises and upholds the dignity and rights of all children, young people, and vulnerable adults.
- 1.2 SAFC has a zero tolerance for abuse. SAFC will be guided by its Safeguarding Commitment Statement, broader values, and strategic vision.
- 1.3 SAFC commits to establishing a safe environment and supportive relationships for all with whom we have contact. This Safeguarding Code of Conduct (Code) is one strategy used to achieve our following objectives:
- a) the safety of children, young people, and vulnerable adults during all engagement and / or interaction with SAFC.
 - b) the recruitment of suitable employees and volunteers for direct contact with children, young people, and vulnerable adults; and
 - c) clear expectations for all people associated with or representing SAFC in their physical and online interactions with children, young people, and vulnerable adults.
- 1.4 This Code should be read in conjunction with SAFC's Child Safeguarding Policy and Safeguarding Commitment Statement. The terms used in this Code are defined in the Safeguarding Policy.

2. Scope

- 2.1 Everyone is responsible for creating and maintaining a safe culture for children, young people, and vulnerable adults.
- 2.2 This Code of Conduct applies to every person in relationship with SAFC including employees, volunteers, Board members and contractors.

3. Child Safeguarding Code of Conduct

- 3.1 As part of SAFC's commitment to safeguarding, we believe that all persons associated with SAFC are responsible for the safety and wellbeing of all children, young people, and vulnerable adults with whom we engage.
- 3.2 We particularly recognise children who identify as First Nations Children and young people, and children and young adults with vulnerabilities, for example, those from culturally and / or linguistically diverse backgrounds, those living with disability, and children who cannot live with their birth family.
- 3.3 As such, this Code sets out the behaviour which SAFC expects from all persons listed at 2.2 of this policy. All are expected to sign the Code and adhere to the following within the context of their representation and relationship with SAFC: -

All persons listed at 2.2 of this policy must:

- a) Adhere to all SAFC Safeguarding policies, procedures, and guidelines.
- b) Behave respectfully, justly, honestly and with integrity towards service users and their carers and / or families, regardless of ethnicity, language, religion, disability, or individuals with diverse sexuality.
- c) Be compassionate, hospitable, inclusive and respect the individuality of each child, young person, or vulnerable adult.
- d) Be a positive role model to children, young people, and vulnerable adults.
- e) Be responsible with alcohol at any SAFC organised event and ensure there is a nominated adult who is not consuming alcohol, who shall be responsible in the event of an emergency.
- f) Comply with their legal obligations in relation to the safety of children, young people, and vulnerable adults.
- g) Comply with any direction provided to them as a result of an allegation and / or investigation and cooperate with any internal or external investigation.
- h) Respond to any disclosures of abuse, concerns or complaints of harm or abuse, promptly and in accordance with national and state or territory legislation and SAFC's Safeguarding Complaints Handling Policy and Reporting Procedure.
- i) Immediately speak up and advise their supervisor and SAFC Safeguarding Co-ordinator if they observe any concerns of exploitation, abuse, harassment, or breach of this Code or any SAFC safeguarding policy or procedure or legal obligation.
- j) Inform their supervisor and SAFC's Safeguarding Co-ordinator, if they are the subject of a Police or Statutory Child Protection agency investigation, including in relation to sexual misconduct or child safety concerns.
- k) Ensure they have a valid state-based child compliance check as needed and notify the Safeguarding Co-ordinator immediately if this has been or is likely to be suspended or revoked.
- l) Create a supportive, safe, and caring environment which promotes and empowers children, young people and vulnerable adults and their carers' and / or families' participation in decisions which affect them and is inclusive of all children, young people and vulnerable adults and their carers and / or families, regardless of ethnicity, language, religion, disability, or diverse sexuality.
- m) Seek to increase their cultural awareness especially when working with children, young people and vulnerable adults and their carers and / or families who identify as First Nations, or who are from a different country of origin.

- n) Use age-appropriate language when working with or engaging with children, young people, or vulnerable adults.
- o) Listen respectfully to children, young people, and vulnerable adults.
- p) Identify themselves by name, position, and role when their work involves engaging with children, young people and vulnerable adults and wear a SAFC staff Identification tag at all times.
- q) Maintain personal and professional boundaries in their interactions with children, young people, and vulnerable adults.
- r) Obtain informed consent from the child, young person and vulnerable adult and the parent or guardian of the service user before photographing, filming, or obtaining their story and using the photograph or film for SAFC promotional or information purposes.
An explanation of how the photograph, film or story will be used will be provided.
- s) Protect the privacy of children, young people, and vulnerable adults by only sharing confidential information as absolutely required in accordance with their role at SAFC (or in accordance with legal obligations).
- t) Plan, organise and review all activities with children, young people, and vulnerable adults, be committed to identifying and mitigating risk to service user's safety, and comply with SAFC's Risk Management Policy and Framework.

All persons listed at 2.2 of this policy must not:

- a) Behave or act in a manner which may be physically, sexually, emotionally, or psychologically harmful towards a child, young person or vulnerable adult or constitute abuse.
- b) Use language towards a child, young person or vulnerable adults which is abusive, harassing, sexual, shameful, demeaning, culturally inappropriate, discriminating, racist or sexist, or intended to threaten or be harmful.
- c) Use inappropriate language in the presence of children, or show, or provide children, young people, or vulnerable adults access to inappropriate and / or pornographic images or material.
- d) Engage in bullying or harassing behaviour towards children, young people, or vulnerable adults.
- e) Exploit, abuse, corrupt or manipulate a child, young person, or vulnerable adult.
- f) Discriminate against a child, young person or vulnerable adult on any basis including (however not limited to) that of disability, culture, religion, ethnicity, or sexual diversity.
- g) Consciously expose a child, young person, or vulnerable adult to person/s whom they know to be unsafe, or situations which they assess to be unsafe and have not implemented safeguarding measures to reduce the identified risk.
- h) Engage in unnecessary physical contact with children, young people or vulnerable adults or utilise any form of physical discipline.
- i) Visit a child's home without their parent or guardian being home or as part of formalised service delivery
- j) Invite a child, young person or vulnerable adult into their own home or accommodation without the consent of the parent and / or guardians unless they are at immediate risk of injury or in physical danger.

- k) Initiate physical touch with a child, young person, or vulnerable adult unless it is a legitimate occupational requirement.
- l) Communicate with children, young people or vulnerable adults via email, text messages, phone calls, social networking, gaming, or instant messaging sites, unless with the consent and knowledge of their parent or guardian, and for the purpose of issues directly associated with their representation of SAFC.
- m) Become 'friends' or 'follow' a child, young person, or vulnerable adult on social media platforms unless they have a relationship that is external to SAFC, and the Safeguarding Co-ordinator has been advised of this.
- n) Transport children alone without parental approval, unless in the event of an emergency. Wherever possible, Workplace Participants shall obtain written parental approval prior to transporting children
- o) Give personal gifts or favour children, young people or vulnerable adults or develop a 'special relationship' (which could be perceived as grooming) with a child, young person or vulnerable adult or their parent or carer that could be seen as favouritism.
- p) Initiate 'secrets' with children, young people, or vulnerable adults
- q) Share a bed, bedroom or tent with a child, young person, or vulnerable adult.
- r) Supply alcohol or illicit drug/s to a child, young person, or vulnerable adult.
- s) Be negatively affected by the influence of alcohol or drug/s, or over the legal alcohol limit, when in the presence of a child, young person, or vulnerable adult

4. Consequences for breaching the Safeguarding Code of Conduct

- 4.1 A breach of this Code will constitute misconduct and SAFC may take appropriate disciplinary action which may include (however is not limited to), guidance or specialised help, education or training, transfer to other duties, counselling, and / or suspension, termination or dismissal from employment, service, or involvement with SAFC.
- 4.2 Suspected breaches of this Safeguarding Code of Conduct which constitute abuse or harm to a child, young person, or vulnerable adult, must be reported to the Safeguarding Co-ordinator by phone or email at (02) 9747 5782 or enquiries@safc.org.au
- 4.3 Any person who in good faith, raises a complaint or discloses an allegation of abuse will not be disadvantaged or prejudiced and will be protected from victimisation.
- 4.4 Allegations that a person listed at 2.2 of this policy has breached this Code, will be dealt with in accordance with the Safeguarding Complaints Handling Policy and Reporting Procedure. Reports may also be made to external regulatory authorities or the police.
- 4.5 SAFC has full discretion to put in place safety management plans or take disciplinary action where it forms a reasonable belief that doing so is necessary for it to ensure the health and safety of persons listed at 2.2 of this policy, or children, young persons or vulnerable adults in its care, or the general public

5. Record Keeping

- 5.1 The Safeguarding Code of Conduct is to be acknowledged, read, and signed by all persons listed at 2.2 of this policy.
- 5.2 The Business Services Coordinator, shall be responsible for ensuring all SAFC employees have signed the Safeguarding Code of Conduct upon commencement, and this is recorded on the staff database.
- 5.3 These records shall be retained for fifty (50) years and then destroyed, as aligned with the Safeguarding Information Sharing and Record Keeping Policy.
- 5.5 All persons listed at 2.2 of this policy, shall be required to renew their signature to the Code every three years and / or when the policy document is revised and renewed.

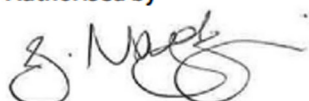
6. Review

- 6.1 This Code should be reviewed every three (3) years or earlier should changes arise.
- 6.2 The SAFC CEO be responsible for ensuring the reviewing and approval of this Code of Conduct.

Documentation

Documents related to this policy		
Related policies and procedures	<ul style="list-style-type: none"> ▪ Child Safeguarding Policy ▪ Child Safeguarding Commitment Statement ▪ Risk Management Policy and Framework ▪ Safeguarding Complaints Handling Policy and Reporting Procedure ▪ Safeguarding Information Sharing and Record Keeping Policy ▪ Privacy Policy ▪ Recruitment and Induction Policy and Procedure ▪ Performance management policy and procedure 	
Forms, record keeping or other organisational documents		
Reviewing and approving this policy		
Frequency	Person responsible	Approval
Every 3 years	CEO	CEO
Version History		
Version	Date	Details
S02/2022	21/09/2022	Revision by Management Team and addition of version control

Authorised by



Joanna Najdzion
Chief Executive Officer