



## CODE OF CONDUCT FOR INTERACTING WITH CHILDREN

**Purpose:** The purpose of this code of conduct is to outline acceptable and unacceptable behaviors when interacting with children, ensuring their safety and well-being while participating in our organisation's activities.

To work with the children and young people in our organisation “we” expect you to:

1. Acknowledge the rights of children and young people to be listened to.
2. Encourage enjoyable participation for children and young people in our events.
3. Understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone.
4. Be familiar with and abide by our child protection policy and procedures.
5. Report any concerns to your senior staff member without delay.

These include:

- poor practice
  - concerning behaviours
  - suspected child abuse
  - allegations of abuse made against a staff member or volunteer
  - bullying and harassment.
6. Only undertake a role working with children and young people upon elements, including:
    - initial Police vetting
    - Upon sighting and signing our Child Protection Policy and Interacting with Children Policy.
    - Have empathy with children and young people.
    - Make everyone feel welcome, included, and respected in a manner that is appropriate for their age.
    - Be a role model for positive behaviour.
    - Not ignore abusive or harmful behaviour.
    - Accept your “Position of Trust” and understand the importance of maintaining professional boundaries.
    - Never use your “Position of Trust” for personal gain or to harm children and young people.
    - Never engage in a sexual relationship with anyone under the age of 18 years who is known to you because of your role. (Please note that engaging in any sexual behaviour, with anyone under the age of 16 is illegal in New Zealand.)



- Complete induction for Insert Coin to Play child protection policies and procedures. Training.
- Listen to children and young people and believe them if they tell you about abuse or concerning behaviour and report it to your manager.
- Listen to concerns raised by parents or caregivers, believe them, and report them to your manager.
- Always act in the best interest of children and young people. Including reporting the concerning behaviour of someone you trust, or who is more senior than you.

### ***Professional Boundaries***

1. Maintain appropriate physical boundaries, avoiding unnecessary physical contact with children.
2. Do not engage in personal relationships or display favoritism towards individual children.
3. Do not share personal contact information with children or connecting with them on personal social media accounts.
4. Only communicate with children and young people directly after gaining written consent from their parents or caregivers.
5. Keep your private life and personal conversations separate and out of earshot or sight of children and young people.
6. Always work within the view and hearing distance of others.
7. Use only the organisation's own or approved devices to communicate with children and young people.
8. Wear ID and uniform or kit when working in your role.
9. Don't give gifts to children and young people or receive gifts from them or their parents or caregivers, as a way of preventing grooming, manipulation or favouritism.
10. Don't engage in any behaviours or conduct that are strategies used in grooming. Such as: – offering to babysit or tutor or coach privately – acting secretly or encouraging secrets or “special” or exclusive relationships.
11. Never leave children and young people unattended.
12. Never leave children and young people waiting to be collected alone, or with people who are not an approved staff member or volunteer.
13. Never come to work under the influence of drugs or alcohol or in possession of either.
14. Speak to your line manager if you find yourself unable to adhere to any aspects of this Code of Conduct.



### ***Privacy and Confidentiality***

1. Respect children's privacy, only asking for personal information when necessary for their safety or participation in activities.
2. Handle sensitive information about children with discretion, sharing it only with authorised personnel on a need-to-know basis.
3. Do not take or share photos, videos, or other media of children without obtaining proper consent from their parents or guardians.

### ***Appropriate Language and Communication***

1. Use respectful, age-appropriate language when speaking with children, avoiding offensive or discriminatory language.
2. Be sensitive to cultural differences and adapt communication styles accordingly.
3. Encourage open and honest communication, creating a safe environment for children to express their thoughts and feelings.

### ***Reporting Concerns and Incidents***

1. Familiarise yourself with the organisation's child protection policies and reporting procedures.
2. Report any observed or suspected violations of this code of conduct or any concerns regarding child safety to the designated child protection officer.
3. Cooperate fully with any investigations into allegations or incidents involving child safety.

### ***Adherence and Enforcement***

1. All staff and volunteers are required to sign and adhere to this code of conduct.
2. Breaches of the code of conduct may result in disciplinary action, up to and including termination of employment or volunteer service.
3. Regular training on this code of conduct and related policies will be provided to ensure understanding and compliance.

By implementing and enforcing this clear code of conduct, our organisation demonstrates its commitment to protecting children and ensuring a safe, respectful environment for their growth and development.

Name: James Earl Aitken Wards

Signature:

Date: 5/6/2023

A handwritten signature in black ink, appearing to read 'James Earl Aitken Wards', written over a white background.