

CP 1.1 Human Nature Adventure Therapy Code of Conduct

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| Policy number: | CP 1.1 |
| Date approved: | 23/06/2022 |
| Review date: | 23/06/2024 |
| Related policies: | CP 1 Child Protection Policy HR 3.8 Employee Recruitment Policy |
| Contact Officer | Chief Executive Officer |
| Applies to | All employees, contractors, students, and volunteers over the age of 16 years. The policy forms part of the employment agreement between Human Nature and its employees. |

This Code of Conduct applies to all people working with Human Nature Adventure Therapy (HNAT), including Board members, paid staff contractors, and volunteers (collectively referred to as staff members) The Code of Conduct is to be reviewed, agreed to, and signed by all staff members across the organisation regardless of their role, or job description within Human Nature Adventure Therapy. We are committed to creating and maintaining an environment that promotes the safety of all children. This includes encouraging a culture where the prevention and reporting of abuse is supported and encouraged. All staff and volunteers are responsible for promoting the safety, well-being, and empowerment of children and young people.

This Code of Conduct sets expectations for how staff members at Human Nature should behave around children and young people. This is important to help prevent children from being harmed. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill-treatment and neglect. Our Child Protection Policy provides more information about these different types of abuse.

This Code of Conduct identifies positive child-safe behaviours that we encourage all adults to support. It also identifies behaviours that we consider unacceptable. Engaging in unacceptable behaviour is a breach of this Code of Conduct and may result in managerial or disciplinary action.

Human Nature Child Safety Statement of Commitment

All children and young people have a right to feel safe, and to be safe at all times. Human Nature will not tolerate any abuse or neglect of children or young people involved with our services. We are committed to creating environments that are child-safe and child friendly. We respect and value

the rights of all children and young people, and support them to reach their full potential.

We recognise that particular consideration needs to be paid to the cultural safety of Aboriginal and Torres Strait Islander children and young people. We also acknowledge the particular needs of children and young people arising from their cultural and linguistic background, sexuality, gender diversity, disability, or as a result of domestic and family violence or other trauma.

Safeguarding children and young people is the responsibility of all Human Nature staff, Board Members, volunteers, and contractors. Human Nature demonstrates a commitment to the safety and wellbeing of children and young people by:

- Taking all allegations or disclosures of abuse or neglect seriously, responding appropriately, and reporting concerns to the relevant authorities.
- Empowering children, young people, families and communities to participate in decisions that affect their lives.
- Valuing diversity and promoting inclusive practices.
- Employing and engaging only people who are suitable to work with children and young people and providing high-quality supervision and support.
- Ensuring young people who feel unsafe, or wish to raise a concern know who to talk with and feel comfortable doing so.
- Ensuring staff are equipped with the knowledge, skills, and awareness to keep children and young people safe.
- Embedding Child Safe principles within our quality assurance practices.
- Continuously reviewing and improving our systems and practices to protect children and young people from abuse.
- Providing young people with the knowledge and skills to understand and maintain their own personal safety as appropriate or as required.

I WILL:

- Follow the lawful policies, procedures and guidelines brought to your attention by HNAT
- Welcome all young people and their carers by being inclusive
- Actively promote cultural safety and inclusion
- Treat children and young people with respect and value their ideas and opinions
- Listen to children and young people and respond to them appropriately
- Welcome parents and carers to participate in discussions about their child's involvement in and responses to HNAT's services and any other matters about their safety
- Report any conflicts of interest (such as an outside relationship with a child)
- Be fair, considerate, and honest with others
- Act as a positive role model in your conduct with others and young people

- Engage with all clients, staff, and stakeholder in a respectful manner which includes using positive and non-offensive language, listening carefully with a positive and helpful attitude
- Respect the privacy of children, their families /carers and support service staff, and protect that privacy by adhering strictly to Human Nature Adventure Therapy Ltd Confidentiality Policy;
- Disclose any criminal matters or events that might impact on your ongoing employment or Working with Children's Check
- Adhere to all relevant Australian and NSW legislation and our child-safe policies and procedures
- Work within a team to ensure that the needs of the child (and their family) remain the paramount focus
- Participate in all compulsory training
- Raise concerns with management if risks to child safety are identified, including cultural, environmental, and operational risks
- Report and act on any concerns or observed breaches of this Code of Conduct
- Take all reasonable steps to protect children from abuse
- Take a child or young person seriously if they disclose harm or abuse
- Uphold the rights of the child or young person and always prioritise their needs.

I WILL NOT:

- Condone or participate in illegal, unsafe, or abusive behaviour towards children, including physical, sexual or psychological abuse, ill-treatment, neglect or grooming
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Exaggerate or trivialise child abuse issues
- Use hurtful, discriminatory, or offensive behaviour or language
- Fail to report information to the police if I know a child has been abused
- Engage in unwarranted and inappropriate touching involving a child
- Persistently criticise and/or denigrate a child
- Deliberately prevent a child from forming friendships
- Verbally assault a child or create a climate of fear
- Offer children and young people alcohol, cigarettes or other drugs
- Show children pornographic images
- Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
- Share details of sexual experiences with a child
- Use sexual language or gestures in the presence of children
- Show favouritism through the provision of gifts or inappropriate attention;

- Initiate unnecessary physical contact with a child or young person
- Photograph or video a child or young person without the consent of the child and his/her parents or guardians; this includes posting any photo or video on social media that is not part of an agreement with HNAT and with the consent of the young person and their carer
- Work while under the influence of alcohol or illegal drugs;
- Use inappropriate language in the presence of children
- Disclose personal information to the young person that is not considered an appropriate level of disclosure for purposes of engagement or other learning opportunities
- Make physical or psychological threats to harm another person
- Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

Consequences for breaching the Code of Conduct

All staff, volunteers, families, and community members are encouraged to speak up if they have concerns about the safety of children. Complaints about a breach of this Code of Conduct must be reported to the CEO

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. Our Complaint Handling Policy provides more information about our reporting obligations to external authorities as well as describes protections and confidentiality provisions for anyone making a report.

Staff and volunteers who breach the Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role, suspension, or termination from the organisation.

An adult in child-related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so. All adults in NSW are required to report information to police if they know, believe, or reasonably ought to know that a child (under 18 years) has been abused.

Administration of the Code of Conduct

This Code of Conduct is issued by HNAT and is to be applied consistently across the agency which includes Board Members, Managers and Senior Managers, employed staff who have direct contact with young people, employed staff who do not have direct contact with young people, volunteers within any capacity and contractors/ consultants.

Any changes to this Code of Conduct must be approved by the Board.

All staff must read, understand and sign the Code Of Conduct. A signed copy must be provided to HNAT and a copy must be provided to the staff member.

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

Name:

Signature:

Date: