

NJL's Employee & Volunteer Child Safe Code of Conduct

All paid and unpaid staff, including volunteers, interns or trainees of NJL (NJL) are responsible for the safety and wellbeing of children and young people who engage with NJL. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:

- Act in accordance with NJL's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in NJL.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to NJL's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by NJL's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with NJL's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by each relevant State legislation and by NJL's policy and procedure on internal and external reporting.
- Comply with NJL's protocols on communicating with children.
- Comply with relevant legislation and NJL's policies and procedures on record keeping and information sharing.
- Provide adequate supervision when youth & children are present in our offices or undertaking activities

I will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to NJL's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by NJL's policy and procedure on reporting.
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person in NJL I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, NJL's Child Safety Officer, the Chief Executive Officer or another manager or leader in NJL.
- Follow NJL's policies and procedures for receiving and responding to complaints and concerns.
- Comply with relevant State legislative requirements on reporting, and with NJL's policy and procedure on internal and external reporting.

agree to abide by this Code of Conduct during my employment with NJL. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with NJL.

.....
Signature

.....
Full Name

.....
Date