	<b>CODE OF CONDUCT</b>	Version:	3
	<b>Safe Environments</b>	Date Adopted:	13 July 2023
		Next Review Due:	13 July 2027

This Code of Conduct is related to the Safe Environments Policy.

## 1. STATEMENT

Caring for children, young people, and vulnerable persons, brings additional responsibilities for employees, council members and volunteers of this organisation.

This Code of Conduct has been developed to meet the requirements of section 114 of the *Children and Young People (Safety) Act 2017*.

## 2. DEFINITIONS

There are no known definitions related to this Code of Conduct.

## 3. PRINCIPLES

### 3.1 Supportive Behaviours

All employees (including contractors), council members and volunteers of Council are responsible for promoting the safety and well-being of children and young people by:


- Adhering to this organisation's Safe Environments Policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people;
- Treating everyone with respect and honesty (this includes staff, volunteers, students, children, young people, parents and vulnerable persons);
- Remembering to be a positive role model to children and young people in all your conduct with them;
- Setting clear boundaries about appropriate behaviour between yourself and the children, young people and vulnerable persons in your organisation – boundaries help everyone to carry out their roles well;
- Listening and responding appropriately to the views and concerns of children and young and vulnerable persons;
- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activities;
- Encouraging children and young people and vulnerable persons to 'have a say' on issues that are important to them;
- Providing feedback to both children and parents or guardians;
- Being alert to children and young people who are, or may be at risk, and reporting this to the **Child Abuse Report Line – CARL (13 14 78)**, or **000 in an emergency**, (the process for reporting children and young people suspected to be at risk is outlined as an appendix to the Safe Environments Policy);
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.

### 3.2 Unacceptable Behaviour

Employees, council members and volunteers must not:

- Engage in rough physical games with children, youth and vulnerable persons; or
- Hit or physically assault a child, young or vulnerable person; or
- Develop relationships with children, youth and vulnerable persons that could be seen as favouritism such as the offering of gifts or special treatment; or
- Do things of a personal nature that a child, youth or vulnerable person can do for themselves, such as toileting or changing clothes; or
- Discriminate against any child, youth or vulnerable person because of age, gender, cultural background, religion, vulnerability or sexuality.

CD:	File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
37	GF/ 9.63.1/4	Public	Corporate Services	Chief Executive Officer	4 years
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### 3.3 Breaches of Code / Disciplinary Action

All employees, council members and volunteers have a responsibility for promoting and supporting these values and standards of behaviour.

Any reported breach of this Code of Conduct will be investigated.

Depending on the findings of an investigation, disciplinary action may be taken and may include, but is not limited to, formal warning, counselling or termination of employment.

## 4. REVIEW

This Code of Conduct will be reviewed at least once in every 5 years.

## 5. AVAILABILITY


This Policy is available on the Council Website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

## 6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> <li>• National Principles of Child Safe Organisations</li> <li>• SA Department of Human Services – Developing a Code of Conduct <a href="https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/developing-a-code-of-conduct">https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/developing-a-code-of-conduct</a></li> </ul>
Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Children &amp; Young People (Safety) Act 2017</i></li> <li>• <i>Children &amp; Young People (Safety) Regulations 2017</i></li> <li>• <i>Child Safety (Prohibited Persons) Act 2016</i></li> <li>• <i>Child Safety (Prohibited Persons) Regulations 2019</i></li> </ul>
Relevant Policies / Procedures / Guidelines	<p>This Code of Conduct should be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• Safe Environments Policy</li> <li>• Code of Conduct for Volunteers</li> <li>• Corporate Standards for Employees</li> </ul>

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## 7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	12 November 2013	Council	Adopted	Folio 5244; Item 12.2.5
2	9 November 2021	Council	Amended. Legislative changes. Modelled on sample Code sourced from Dept Human Services New council format.	Folio 9775; Item 15.2.2
3	13 July 2023	Council	Reviewed and adopted (minor changes)	Folios 10687-10688; Item 8.1.1.2

## 8. ACKNOWLEDGEMENT

I agree to abide by this code of conduct:

Name:

Signature:

Date:

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