



North Carlton Railway Neighbourhood House

Title	Code of Conduct Policy
Schedule Review Date	June 2018
Version	2

Background

This policy replaces North Carlton Railway Neighbourhood House Code of Conduct Policy dated July 2014. The Code of Conduct Policy 2017 acknowledges that the Strategic Plan 2017-2021 “Our Values and Principles”, “Objectives” and “Leading Strategies” gives overall guidance to the standard of conduct expected at Railway House. Values and Principles:

<i>Trust</i>	<i>where people feel safe to be themselves</i>
<i>Honesty</i>	<i>in behaviour</i>
<i>Respect</i>	<i>for themselves, each other, their natural environment and Railway House property</i>
<i>Fairness</i>	<i>in distribution of Railway House resources and in the exercise of power</i>
<i>Inclusion</i>	<i>where participation is valued and embraced, regardless of background or ability</i>

Purpose

The Code of Conduct establishes a standard of behaviour to be followed by Members of the Committee of Management, Employees, Contractors, Volunteers and Students on placement at the North Carlton Railway Neighbourhood House and defines how individuals should behave towards each other, towards the children in their care (as set out in the Child Safety Policy 2017), and towards other organisations and individuals in the community.

Definitions

Assault: An incident where a person causes injury, pain, discomfort or damage to another person. It also includes insult or deprivation of liberty. Assault can be physical or verbal.

Duty of Care: A common law that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Harassment: When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

- Racial taunts
- Taunts about sexual orientation or gender identity
- Sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature
- Repeated insulting remarks.

CODE OF CONDUCT

All Members of the Committee of Management, Employees, Contractors, Volunteers, and Students on placement at North Carlton Railway Neighbourhood House are required to observe the Code of Conduct principles and expectations for appropriate behaviour. The Code of Conduct aligns with the Values and Principles as set out in the North Carlton Railway Neighbourhood House Strategic Plan 2017-2021.

Appropriate behaviour includes but not limited to:

- Treating others with respect, courtesy and sensitivity
- Conduct that is in a manner that ensures a safe and healthy environment
- Work in a manner consistent with child safety
- Do not misuse their position to benefit or disadvantage others
- Foster an environment that encourages equal opportunity and where discrimination or harassment of any kind is not tolerated.
- Ensuring all participants, regardless of their race/ethnicity, religious beliefs, age, ability, sexual orientation, gender identity, financial or social background and education, have equal rights
- Adhere to all policies and procedures and comply with legislation
- Uphold the organisation's good reputation

Relationships within the organisation

In their relationships, Members of the Committee of Management, Employees, Contractors, Volunteers and Students on placement will demonstrate collegiality by:

1. Developing relationships based on mutual respect, equity and fairness
2. Working in partnership in a courteous, respectful and encouraging manner
3. Valuing the input of their peers
4. Sharing expertise and knowledge in appropriate forums, and in a considered manner
5. Respecting the rights of others as individuals
6. Giving encouraging and constructive feedback, and respecting the value of different professional approaches and points of view.

Responsibility of the Manager

Under the direction of the Chair of the Committee of Management North Carlton Railway Neighbourhood House the Manager will:

1. Be responsible for the overall welfare and wellbeing of employees, volunteers and students on placement
2. Manage and maintain a duty of care towards employees, volunteers, students on placement and participants of programs and activities
3. Nominate a Child Protection Officer to provide information and support to all employees and volunteers, children, young people and their carers regarding child protection matters.

Responsibilities of Members of the Committee of Management, Employees, Contractors, Volunteers, and Students on Placement

To work towards the achievement of the aims and purposes of North Carlton Railway Neighbourhood House by:

1. Operating within the policies and guidelines of the organisation
2. Maintaining a duty of care towards others involved in these programs and activities
3. Establishing and maintaining a child safe environment in the course of their duties
4. Be fair, considerate and honest with others

Relationships with children

All members of the in Members of the Committee of Management, Employees, Contractors, Volunteers, and Students on Placement their relationships with children will demonstrate their commitment to high quality interactions with children by:

1. Being professional in their actions
2. Being a positive role model at all times
3. Treating children with respect and encouraging children to express themselves and their opinions
4. Maintain a safe environment for children
5. Contributing to an environment that is free from discrimination, bullying and harassment
6. Listening actively to children
7. Encouraging appropriate behaviour
8. Informing children if physical contact is required for any purpose and asking them if they are comfortable with this interaction
9. Ensure all interactions with children are undertaken in full view of other adults
10. Respecting the confidential nature of information gained about a child while participating in a program
11. Contact the police if a child is at immediate risk

No person shall:

1. Shame, humiliate, belittle or degrade children or young people
2. Unlawfully discriminate against any child
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them
4. Initiate unnecessary physical contact with a child or young person that is likely to be physically or emotionally harmful to them
5. Be alone with a child or young person unnecessarily and for more than a short time
6. Develop a special relationship with a specific child or young person for their own needs
7. Show favouritism through the provision of gifts or inappropriate attention
8. Arrange contact, including on-line contact with a child or young person, or do things of a personal nature for them that they can do for themselves
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians
10. Work with children or young people while under the influence of alcohol or illegal drugs
11. Engage in open discussions of a mature or adult nature in the presence of children
12. Use inappropriate language in the present of children
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct

The Code of Conduct Policy of North Carlton Railway Neighbourhood House provides guidance to ethically and professionally comply with legislation. The Code of Conduct does not replace legal obligations. Any alleged breach of the Code of Conduct which amounts to a breach of legislation may be reported to authorities. The policies and procedures outlined in this document are to be formally reviewed annually.