

## **CODE OF CONDUCT**

### **Entrust Women Inc.**

Entrust Women Committee Members and volunteers are responsible for keeping a professional role with children. This means establishing and maintaining clear boundaries which serve to protect everyone from misunderstandings.

This Code of Conduct sets out the behaviour which Entrust Women expects from volunteers.

#### **Purpose**

Following this Code will help to protect children and young people from abuse and inappropriate behaviour from adults. It will also help Entrust Women Committee Members and volunteers to maintain the standard of behaviour expected of them. Having a Code of Conduct that everyone adheres to also protects the organisation because opportunities for harm are actively reduced.

#### **Upholding this Code of Conduct**

All volunteers are expected to report any breaches of this code to Entrust Women (entrustwomen@outlook.com).

All allegations of child abuse will be reported to statutory authorities (i.e. Victoria Police or Child Protection) and the insurer.

Entrust Women condemns all forms of child abuse, discrimination and sexual exploitation. We are committed to creating and maintaining an environment which promotes safety for people involved in our conference including all children, people with a disability, people from a culturally and linguistic diverse backgrounds and Aboriginal and Torres Strait Islander people.

I, \_\_\_\_\_ acknowledge that I have read and understand the Entrust Women's Child Safe Policy, and agree with that in the course of my association with Entrust Women -

#### **I WILL:**

- Conduct myself in a manner that is consistent with the values of Entrust Women
- Treat all children and young people with respect, regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- Provide a welcoming, inclusive and safe environment for all children and young people
- Follow and report any concerns of child abuse in accordance with Entrust Women's Child Policy and Child Safety Reporting Process
- Keep all information regarding child protection concerns confidential, only discussing information with relevant and appropriate people according to the reporting procedures
- Respect cultural differences
- Report any concerns or suspicions regarding abuse by a fellow seminar leader, volunteer or Entrust Women Committee Member via Entrust Women's Child Safety Reporting Process
- Comply with all relevant Australian and local legislation
- Immediately disclose any information of charges, convictions of abuse and policy non-compliance in accordance with appropriate procedures. This includes disclosing any charges or convictions made against oneself or others
- Avoid favouritism
- Ensure any contact with children and young people is appropriate and in the parameters of the program or event
- Always ensure language is appropriate and not offensive or discriminatory
- Recognise that special caution is required when you are discussing sensitive issues with children or young people

- **I WILL NOT:**

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children or young people, in person or on social media
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or young person
- Allow allegations, suspected abuse, risk of harm or disclosures go unreported
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for a child with a disability, I will inform my assistant first and be as open as possible in my behaviour
- Hit or physically assault children. This includes refraining from physical punishment or discipline of children
- Develop inappropriate relationships with children or young people
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person
- Seek to make contact and/or spend time with any child that I come into contact with in my role as a representative of Entrust Women outside of the designated times and activities set for performing my role as a volunteer for Entrust Women
- Condone or participate in behaviour of children that is illegal, unsafe or abusive
- Act in a way that shows unfair and differential treatment of children and young people
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with relevant and appropriate people according to the reporting procedures
- Use any computer, mobile phone, or video and digital camera to exploit or harass children
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- Act in a way that can be perceived as threatening or intrusive
- Exaggerate or trivialise child abuse issues.

I am responsible for my own actions and utilise Child Safe standards and best practices to avoid actions and behaviours that could be in breach of this Code of Conduct and the Child Safe policies of Entrust Women.

I have read Entrust Women's Child Safe Policy and this Code of Conduct. I am aware that Entrust Women expects me to uphold at all times the standards of behaviour described in the Code of Conduct above.

I also understand that if I am found to be in breach of the Code of Conduct, Entrust Women may have to inform other authorities, in a confidential manner to meet obligations under Australian law.

Name:  
Signature:

Witness Name:  
Witness Signature:

Date:

Witness Date: