

Child Safe Code of Conduct HRM 1.2

Version	1
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Applicable to	Asian Aid Organisation Ltd and its associated entities
Authority	Asian Aid Board
Responsible Officer	Human Resources Manager
Responsible Office	Human Resources
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Scope / Short description	This Code outlines Asian Aids Policy Framework and is included within the HRM Policy Manual
Related Asian Aid Documents	AAO HRM 1.0 Code of Conduct AAO PRO 3.2 Child Safeguarding Policy AAO PRO 3.3 Prevention of Sexual Abuse, Exploitation and Harassment (PSEAH) Policy AAO HRM 3.4 Gender Equality, Disability and Social Inclusion (GEDSI) Policy AAO Child Safe and Sexual Abuse, Exploitation and Harassment (SEAH) Standard Operating Procedure (SOP) AAO HRM 3.19 Recruitment Policy AAO HRM 3.2 Induction Policy AAO HRM 3.13 Performance Counselling and Disciplinary Policy AAO HRM 3.5 Privacy Policy
Related Legislation and External Documents	ACFID Code of Conduct (2019 revisions) ACNC External Conduct Standards
Key Words	Conduct, Safeguarding, Child Safety, Prevention, Exploitation, Abuse

1. Code of Conduct

- 1.1 The Child Safe Code of Conduct ('Code') relates to Asian Aid Organisation LTD (AAO) and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the Contract of Employment or Contract for Services.

2. Scope

- 2.1 The Code applies to all representatives; employees, volunteers, visitors, interns, board members, agents and contractors (including temporary contractors) of AAO, collectively referred to as '**workplace participants**'.
- 2.2 The Code does not form part of any person's contract of employment. Nor does it form part of any other workplace participant's contract for services.
- 2.3 The Code applies regardless of:
- The location of where an interaction occurs, whether during or outside of AAO activities;
 - The child's age;
 - The child's consent;
 - The consent of any parents/guardians and families; and
 - Circumstances in which a child initiates an interaction or relationship between the workplace participant and the child.

3. Purpose

- 3.1 AAO is committed to the safety and wellbeing of children and young people. It recognises the importance of, and responsibility for, ensuring AAO provides a safe, supportive and enriching environment which respects and fosters the rights and wellbeing of children and young people with whom AAO has contact (including in person and online interactions). The Code aims to protect children and reduce any opportunities for child abuse to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations in the contexts of AAO's work.
- 3.2 The purpose of this Code is to list behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance, refer to the AAO Code of Conduct, Child Safeguarding Policy and supporting Child Safe and Sexual Exploitation, Abuse and Harassment (SEAH) Allegation Management Standard Operating Procedure (SOP).
- 3.3 AAO expects all workplace participants to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action including the termination of employment or contract for services.

4. The Code requirements

- 4.1 All relevant workplace participants at AAO are required to abide by this Code. Under the CEO, management will:
- Be responsible for the overall welfare and wellbeing of workplace participants;
 - Be accountable for managing and maintaining a duty of care towards workplace participants; and
 - Nominate a Child Safeguarding Manager to provide information and support to all workplace participants and implementing partner staff regarding child safeguarding matters.

- 4.2 All workplace participants who have contact with children and young people on behalf of AAO, both in domestic and international contexts, **will**:
- a) Establish, maintain and promote a child-safe environment for children and young people, in the course of their work;
 - b) Treat children and young people with respect regardless of their race, colour, gender (including gender diverse children), language, religion, ideas and opinions, nationality, ethnicity, social origin, disability, sexual orientation or other status;
 - c) Act as positive role models in their conduct with children and young people;
 - d) Respect the privacy of children, their families and caregivers, and only disclose information to people who have a need to know;
 - e) Observe and comply with all AAO policies, procedures, codes, reasonable and lawful work instructions, guidelines, regulations and contracts.
 - f) Only ever enter the home of a child/young person when accompanied by another volunteer (or other appropriate AAO workplace participant).
 - g) Immediately report concerns for the safety or wellbeing of a child or young person, or a possible breach of the Child Safeguarding Policy or this Code;
 - h) Protect the privacy and confidentiality of children by only sharing confidential information in accordance with AAO's policies and procedures;
 - i) Empower children to speak up about their safety and listen to their needs, respecting their rights at all times.
 - j) Report to and cooperate with any regulatory authorities in accordance with any voluntary or mandatory legal reporting obligations and if AAO or the authorities are undertaking any child safety investigation.
 - k) Participate in and cooperate with any internal investigation by AAO if required.
 - l) Ensure they have a valid Working With Children Check (WWCC) or equivalent check if required.
 - m) Immediately notify AAO or the relevant Programs Manager if they become the subject of any child safety investigation or become charged with any offence related to child safety.

All workplace participants involved in the care of children and young people on behalf of AAO, both in domestic and international contexts, **will not**:

- a) Engage in any form of child abuse, including behaviour that could constitute grooming.
- b) Ignore or disregard any suspected or disclosed child abuse.
- c) Shame, humiliate, oppress, belittle, bully or degrade children or young people in the course of their work;
- d) Unlawfully discriminate against any child, regardless of their race, colour, gender (including gender diverse children), language, religion, opinions, nationality, ethnicity, social origin, sexual orientation or other status;
- e) Place a child or young person in any situation which might be detrimental to their physical and/or mental health or place a child or young person in any situation which would increase the likelihood of injury or death;
- f) Initiate unnecessary or unprofessional physical contact with a child or young person, that makes a child feel uncomfortable or unsafe, in a culturally insensitive way, or do

things of a personal nature for them that they can do themselves (i.e. toileting, bathing, changing clothes);

- g) Engage in any sexual activity with a child that they interact with through AAO;
- h) Be alone with a child or young person unnecessarily and for more than a very short time. Wherever possible, ensure that another adult is present when working with/near children;
- i) Develop a 'special' relationship with a specific child or young person for their own needs;
- j) Show favouritism through the provision of money, gifts or inappropriate attention during or outside of AAO activities;
- k) Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
- l) Use any personal communication channels/devices or become 'friends' with a child or family associated with AAO on Facebook (or equivalent on other social media platforms) to make contact with children unless that contact is directly related to their role at AAO;
- m) Photograph or video a child without the consent of the parent or guardians or child themselves where appropriate;
- n) Work with children or young people while under the influence of alcohol or illegal drugs;
- o) Exploit the child/young person's situation for personal or professional gain;
- p) Engage in open discussions of a mature or adult nature in the presence of children and young people;
- q) Share a bed or tent with a child;
- r) Ignore or disregard any suspected or disclosed child abuse;
- s) Use inappropriate language in the presence of children or young people that is harassing, abusive, sexually provocative, or culturally inappropriate; or
- t) Do anything in contravention of AAO's policies, procedures or this Code.

To ensure the privacy and safeguarding of children and young people's personal information, all workplace participants involved in the care of children and young people on behalf of AAO, both in domestic and international contexts, **will:**

- a) Be intentional in ensuring local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or young person;
- b) Ensure both informed and written consent is obtained from the child or young person and his/her parents or guardians before photographing or filming a child or young person, or obtaining their story. Informed consent includes providing an explanation of how the photograph, film or story will be used and in what context;
- c) Ensure photographs, videos, or stories of a child or young person present the child or young person in a dignified and respectful manner, and are honest representations of the context in which the media was obtained;
- d) Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form.

5. Breaches of this Code

- 5.1 A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

Variations

AAO reserves the right to vary, replace, or terminate the Code from time to time.

Workplace participant acknowledgement

I acknowledge:

- Receiving a copy of the AAO Child Safe Code of Conduct
- That I have read and understood the Code and that I will be required to comply with the Code; and
- That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment, engagement or contract for services with AAO.

Full Name:

Position at AAO:

Signed:

Date:

If a sign off sheet has been used as part of the induction process please attach.