

# Code of Conduct for Protecting Children and Young People

Leap In! prides itself on the professionalism and ability of its employees to meet community needs. Leap In! strives to be a leading service provider and to provide a safe, healthy, and happy workplace. We recognise that a safe, healthy and happy workplace is key to building a positive work culture.

This document should be read in addition to our overarching Leap In! Code of Conduct. This document is designed to support Leap In!'s compliance with child safety legislation, including the Child Protection Act 1999 (Qld).

**Our Code of Conduct for Protecting Children and Young People applies to all Leap In! employees, volunteers and its Board. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical, remote and online interactions with children and young people under the age of 18 years.**

## I will:

- Act in accordance with Leap In!'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 at Leap In!.
- 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.

*This document becomes uncontrolled when printed*



	<ul style="list-style-type: none"> <li>● Involve children in making decisions about activities, policies and processes that concern them wherever possible.</li> <li>● Contribute, where appropriate, to Leap In!'s policies, discussions, learning and reviews about child safety and wellbeing.</li> <li>● Identify and mitigate risks to children's safety and wellbeing as required by Leap In!'s risk assessment and management policy or process.</li> <li>● Respond to any concerns or complaints of child harm or abuse promptly and in line with Leap In!'s policy and procedure for receiving and responding to complaints.</li> <li>● Report all suspected or disclosed child harm or abuse as required by legislation and by Leap In!'s policy and procedure on internal and external reporting.</li> <li>● Comply with Leap In!'s protocols on communicating with children.</li> <li>● Maintain my working with children certifications.</li> <li>● Comply with legislation and Leap In!'s policies and procedures on record keeping and information sharing.</li> </ul>
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<p><b>I will NOT:</b></p>	<ul style="list-style-type: none"> <li>• Engage in any unlawful activity with or in relation to a child.</li> <li>• Engage in any activity that is likely to harm a child physically, sexually or emotionally.</li> <li>• Unlawfully discriminate against any child or their family members.</li> <li>• Be alone with a child unnecessarily.</li> <li>• Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Leap In!'s activities.</li> <li>• 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 Leap In!'s policy and procedure on reporting.</li> <li>• Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.</li> <li>• Work with children while under the influence of alcohol or prohibited drugs.</li> <li>• Ignore or disregard any suspected or disclosed child harm or abuse.</li> </ul>
<p><b>If I think this Code of Conduct has been breached by another person</b></p>	<ul style="list-style-type: none"> <li>• Act to prioritise the best interests of children.</li> <li>• Take actions promptly to ensure that children are safe.</li> <li>• Promptly report any concerns to my manager, Leap In!'s Child Safety Officer, the Chief Executive Officer or another manager or leader in Leap In!.</li> <li>• Follow Leap In!'s policies and procedures for receiving and responding to complaints and concerns.</li> <li>• Comply with legislative requirements on reporting, if relevant, and with Leap In!'s policy and procedure on internal and external reporting.</li> </ul>
<p><b>I agree to abide by this Code of Conduct during my employment with Leap In!.</b></p> <p><b>I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with Leap In!.</b></p>	

# Revision history

Version	Change	Approval	Date
1.0	Creation	Board	15/01/2023
1.0	Review and re-approval	Board	21/02/2024
1.0	Review and re-approval	Board	