



# Healesville Community Renewable Energy Inc

## Person01 – Code of Conduct

Policy Id	Person01	Version	1.1
Policy Type	Person	Subject	Code of Conduct
Approved	April 2020	Scheduled review	April 2023

### 1 Introduction

Healesville CoRE is a community organisation and has a commitment to the safety and protection of children and young people in all activities in which it engages.

This Code of Conduct document provides the minimum expected behaviour of all people who are working with Healesville CoRE as a contributing member or as a volunteer.

### 2 Purpose

The purpose of the **Code of Conduct** is to stipulate that all employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people.

### 3 Code of Conduct

We will promote the safety and well-being of children and young people by:

- Adhering to this organisation's child safe 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 and parents)
- 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 and young people 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 people
- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activities
- Being alert to children and young people who are, or may be at risk, and reporting this to the Child Safe Officer
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents or guardians.

Employees and volunteers must not:

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

### 4 Related Documents

Person01 – Child Safe Policy