



CHILD SAFETY CODE OF CONDUCT GUIDELINES DOCUMENT

Date of Approval: February 2nd 2023
Version: 3
Review Date: February 2nd 2024
Policy Type: Board Policy

Review History Table

A Liquid Future's Child Safety Code of Conduct Guidelines Document will be reviewed annually. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. A Liquid Future retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

| Revised on | Version | Date of Approval | Approved by | Content reviewed/ Purpose |
|------------|---------|------------------|-------------|------------------------------|
| 28/01/2023 | 1 | 14/12/2019 | ALF Board | Policy Revised |
| | 2 | 02/02/2023 | ALF Board | Policy Revised |
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Management, staff, volunteers and contractors at A Liquid Future are required to abide by this Code of Conduct.

Under the CEO, management will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers;
3. Report complaints of suspected abusive behaviour or misconduct to the CEO and also to any external regulatory body such as the police; and
4. Nominate a Child Protection Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.
5. Include briefing on all Policies, including Child Safety Code of Conduct Guidelines, in induction training for all staff and volunteers.

All people involved in the care of children on behalf of A Liquid Future will:

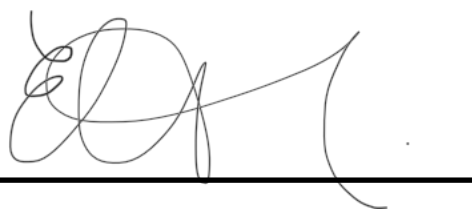
1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people.
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Immediately notify the appropriate child protection service or the police if they suspect abusive activity and advise supervisor of their concerns;
14. In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision;
15. Operate within the policies and guidelines of A Liquid Future; and
16. Contact the police if a child is at immediate risk of abuse, phone 000 when in Australia, or 112 when in Indonesia.

No person shall:

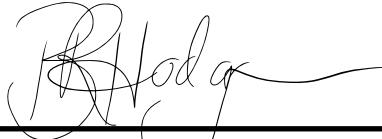
1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very 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 online contact, with children or young people outside of the organisation's programs and activities;
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 presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

A handwritten signature in black ink, appearing to be 'Elizabeth Grace Murray', written over a solid black horizontal line.

Elizabeth Grace Murray
(CEO)



Blaise Hodgson
(Director)



Keri Algar Cocks
(Director)



Janiece Walker
(Director)



Callum Vincent
(Director)



Rory Gollow
(Director)