

SUP-POL-029.2

CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

Adelaide Training & Employment Centre Inc (ATEC) endorses the following code to provide guidance to children and young people under the age of 18 years accessing ATEC services and underpin our commitment to protecting children and young people from harm and the risk of harm.

Children and young people will:

- Comply with ATEC safety systems to protect themselves and others from harm, placing the safety and welfare of people above all else
- In good faith, behave honestly and respectfully in their own, and others, best interests
- Adopt appropriate, responsible and courteous behaviour in all interactions, decisions and actions
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion
- Contribute to an harassment free environment; not tolerating or engaging in harmful or abusive behaviours
- Actively participate in training, with due care, full attention and diligence, to learn and develop work and life skills
- Ensure any physical contact with a person is appropriate to the situation.

ATEC Management will:

- Be responsible for the overall welfare and wellbeing of all people providing and/or accessing ATEC service, including
- Will support any of its people who make a report to the Child Abuse Report Line (131 478) while maintaining strict impartiality.
- Defend people's right to confidentiality.

ATEC employees, volunteers, other workers and associated business partners will:

- Maintain a duty of care towards others.
- Be fair, considerate and honest with others.
- Treat children and young people with respect, listen to and value their ideas and opinions and protect their wellbeing.
- Be professional in their actions through their use of language, presentation, manner and punctuality.
- Resolve conflicts fairly and promptly and report and act on any breaches of these standards of behaviour through established procedures.
- Promote an harassment free environment; not tolerating or engaging in harmful or abusive behaviours
- Maintain strict impartiality
- Ensure any physical contact with a person is appropriate to the situation.
- Establish and maintain a child safe environment for children and young people.
- Be familiar, and comply with the ATEC Reporting Child Abuse and Neglect Policy ([SUP-POL-029](#)), or where applicable their own similar policy
- Abide by ATEC's child safe/child protection policy and other CSE risk management arrangements

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- Respect the privacy of children and young people (and their families) and only disclose information to people who have a need to know in accordance with ATEC's Privacy policy.
- Notify the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a young person has been or is being abused or neglected.

ATEC employees, volunteers, other workers and associated business partners will not:

- Use prejudice, oppressive behaviour or language with children and young people.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary contact with children and young people, or do things of a personal nature that children and young people can do for themselves.
- Develop 'special' relationships with specific children and young people for our own needs.
- Show favouritism through the provision of gifts or inappropriate attention.

In the event that the above code of conduct for children and young people is breached, actions will be taken in accordance with the relevant ATEC policy.