

## CHILD SAFEGUARDING CODE OF CONDUCT

Hope Global staff members, volunteers, associates and partners are responsible for upholding our Child Safeguarding Policy and Code of Conduct, maintaining professional boundaries and adhering to the following clear behavioural guidelines and expectations to reduce risk of abuse and improve outcomes for children.

NB: For the purpose of this policy, a child will be considered to be a person under the age of 18 years unless adulthood is obtained earlier under the law applicable to the child.

I, \_\_\_\_\_, agree that while implementing Hope Global activities:  
(insert full name)

### I WILL:

- conduct myself in a manner consistent with the Vision, Mission and Values of Hope Global;
- provide welcoming, inclusive and safe environments for all children;
- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- treat children in culturally sensitive ways;
- give opportunity for children to participate in decisions that affect them and encourage open communication between children, participants, staff, partners and volunteers;
- limit physical contact with children to commonly accepted public expressions of friendship and respond appropriately to expressions of affection initiated by children;
- ensure another adult is present when working in the proximity of children where possible;
- comply with all relevant Australian and local legislation, including labour laws;
- immediately report concerns or allegations of child abuse or inappropriate behaviour in accordance with the Hope Global Child Safeguarding Policy and relevant procedures, and mandatory reporting legislation, upholding the safety, dignity and rights of those involved;
- take personal responsibility for my own actions, language and behaviours and ensure I am accountable in order to avoid risk of allegation, consulting my team leader where uncertain;
- immediately disclose all charges, convictions and other outcomes of an offence I commit, that relates to child exploitation and abuse, including those under traditional law, which occurred / occurs before or during my association with Hope Global;
- take all complaints seriously and respond in a manner that promotes the safety and dignity of persons lodging a complaint, ensuring that Privacy Principles and Confidentiality are appropriately acknowledged and maintained;
- be a positive role model for children, colleagues and other activity participants.

### I WILL NOT:

- use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- engage children in any form of sexual activity or acts, including paying for sexual services or acts, nor behave provocatively or inappropriately with a child (I understand that mistaken belief of the age of the child is not a defence);

- invite unaccompanied children into my home/hotel room/or private location, unless they are at immediate risk of injury or in physical danger, nor seek contact outside scheduled times;
- sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my Team Leader's permission, and ensure that another adult is present if possible;
- seek physical touch or engage in inappropriate kissing, touching or tickling a child;
- physically hit, smack or punish a child;
- assist a child with toileting, dressing/undressing without express authority from my Team Leader and for a documented need of the child based on age or ability;
- give or provide children with alcohol or illegal drugs;
- show unfair or differential treatment of children nor provide gifts or show favouritism to individual children;
- condone or participate in behaviour that is illegal, unsafe or abusive;
- hire children for domestic or other labour which is illegal, inappropriate given their age or developmental stage, nor which interferes with their time available for education and recreational activities, or which places them at risk of injury;
- use any computers, mobile phones, or video and digital cameras inappropriately, nor to exploit or harass children, nor to access child pornography through any medium, nor to expose children to pornography through any medium.

### Use of children's sounds and images for work-related purposes

When recording, photographing or filming a child for work-related purposes, **I WILL:**

- assess and ensure local traditions or restrictions for reproducing personal images are adhered to and respected;
- obtain informed, and where practicable, documented consent from the child and the parent/guardian of the child, explaining how the recording, photograph or film will be used;
- ensure children are presented in a dignified and respectful manner and not in a vulnerable or submissive manner;
- ensure children are adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure recordings and images are honest representations of the context and the facts;
- ensure file labels or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form;
- ensure Hope Global approval PRIOR to publishing of images, videos or social/media communications.

I understand that the responsibility is on me, as a person engaged by Hope Global, to use common sense and avoid actions or behaviours that could be construed as child abuse when undertaking Hope Global activities.

Name	Signature	Date
Team Leader Name	Signature	Date