

## Appendix C – Code of Conduct

### Code of Conduct for Staff of Sure Start Health, Adelaide

Caring for children and young people brings additional responsibilities for staff of our organisation. All staff of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- adhering to the Sure Start Health'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 (this includes staff, students, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any 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.

Staff 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.

### Reporting a Breach of the Code of Conduct

People can report a breach of the Code of Conduct:

- through our website <https://www.surestarthealth.com.au/contact-us/>
- by speaking with the business owner, Richard Mathers on 08 8272 2862

### Consequences of Breaching the Code of Conduct

If someone in our organisation breaches this Code of Conduct, the relevant manager/supervisor or business owner will instigate a formal investigation of the alleged offence, as outlined in our 'Discipline and Termination Policy'.