



At Prosper (Project Australia) children will always come first. Our organisation values children and prioritises children's safety above all else. We will not compromise on this. Our staff and volunteers uphold the firm commitment of our organisation to ensure all children are safe and supported.

All paid and unpaid staff, including volunteers, interns and trainees of Prosper (Project Australia) are responsible for the safety and wellbeing of children and young people who engage with Prosper (Project Australia). All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

Prosper (Project Australia)'s team commit to the following:

I WILL ...

- ▶ Act in accordance with Prosper (Project Australia)'s child safety and wellbeing policies and procedures at all times.
- ▶ Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- ▶ Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- ▶ Promote the human rights, safety and wellbeing of all children in Prosper (Project Australia).
- ▶ Demonstrate appropriate personal and professional boundaries.
- ▶ Consider and respect the diverse backgrounds and needs of children.
- ▶ Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- ▶ Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- ▶ Contribute, where appropriate, to Prosper (Project Australia)'s policies, discussions, learning and reviews about child safety and wellbeing.
- ▶ Identify and mitigate risks to children's safety and wellbeing as required by Prosper (Project Australia)'s risk assessment and management policy or process.
- ▶ Respond to any concerns or complaints of child harm or abuse promptly and in line with Prosper (Project Australia)'s policy and procedure for receiving and responding to complaints.
- ▶ Report all suspected or disclosed child harm or abuse as required by Mandatory Reporting requirements for each State and Territory, relevant legislative Child Safety reporting requirements, e.g., Section 43B or 316A under the Crimes Act, and by Prosper (Project Australia)'s policy and procedure on internal and external reporting.
- ▶ Comply with Prosper (Project Australia)'s protocols on communicating with children.
- ▶ Comply with relevant legislation and Prosper (Project Australia)'s policies and procedures on record keeping and information sharing.

I WILL NOT ...

- ▶ Engage in any unlawful activity with or in relation to a child.
- ▶ Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- ▶ Unlawfully discriminate against any child or their family members.
- ▶ Be alone with a child unnecessarily.
- ▶ Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Prosper (Project Australia)'s activities.
- ▶ Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Prosper (Project Australia)'s policy and procedure on reporting.
- ▶ Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- ▶ Work with children while under the influence of alcohol or prohibited drugs.
- ▶ Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person at Prosper (Project Australia) I will...

- ▶ Act to prioritise the best interests of children.
- ▶ Take actions promptly to ensure that children are safe.
- ▶ Promptly report any concerns to my manager, Prosper (Project Australia)'s Child Safety Officer, the Executive Director or another manager or leader within Prosper (Project Australia).
- ▶ Follow Prosper (Project Australia)'s policies and procedures for receiving and responding to complaints and concerns.
- ▶ Comply with Mandatory Reporting requirements for each State and Territory, relevant legislative Child Safety reporting requirements, e.g., Section 43B or 316A under the Crimes Act, and with Prosper (Project Australia)'s policy and procedure on internal and external reporting.

If you believe anyone has breached this Code of Conduct or you have a child safety concern, please notify Prosper's (Project Australia) Executive Director (karen@prosperprojectaustralia.org) or the Reportable Conduct Scheme (02) 8219 3800 or reportableconduct@ocg.nsw.gov.au.