



## 6.1.2

### CODE OF CONDUCT – Volunteers/Staff

The Aldinga Community Centre endorses the following code of conduct to provide guidance to our employees and volunteers responsible for activities involving the community including children, young people under the age of 18 years and vulnerable people. The code serves to protect Centre users, children and vulnerable people and reduce any opportunities for abuse or harm to occur. Management, employees and volunteers all agree to abide by code of conduct.

#### Employees must:

- Be responsible for the administration and programs of Aldinga Community Centre.
- Maintain a duty of care towards others and be accountable for matters relating to the aim and purpose of Aldinga Community Centre.
- Establish and maintain a child safe environment in the course of their work (e.g. when conducting activities related to the aim and purpose of Aldinga Community Centre).

#### Employees and volunteers must:

##### General Conduct:

- Be fair, considerate and honest with others.
- Operate within the rules and policies of the Aldinga Community Centre and its activities.
- 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.
- Maintain strict impartiality.
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in your dealings with the Centre.
- Not smoke within the parameters of the Centre and not within 10 meters of the playground and dispose of buttes responsibly.
- Conduct yourself in a manner that most people would find reasonable and that does not interfere with other people's safety or enjoyment.
- Avoid conduct which causes, comprises or involved intimidation, harassment or abuse.
- Avoid conduct which causes, comprises or involves discrimination, disadvantage or adverse threaten to others
- Report to Management any breaches to the 'Code of Conduct'.
- Report any conflict of interest, a professional relationship must be maintained with all clients of the Centre.
- Report to the Community Development Officer any prescribed or over the counter medications which has the potential to affect your ability to undertake your duties, in particular the operation of machinery.

#### Childdsafe/Vulnerable People:

- Comply with specific organisational guidelines on physical contact with children.
- Respect the privacy of children and their families and only disclose information to people who have a need to know.
- Maintain a child safe environment for children, young and vulnerable people.
- Treat children and young people with respect, listen to and value their ideas and opinions and protect their wellbeing.
- Disclose any existing relationships with children, families or vulnerable people should those person's start to access services, activities or programmes at the Centre to the Community Development Officer.

#### Access to information and resources:

- Protect confidential information
- Only access information needed for your role
- Not use confidential information for any non-official purpose
- Only release confidential information if you have the authority to do so.
- Only use confidential information for the purpose it was intended to be used
- Only release other information in accordance with established policies and procedures and in compliance with relevant legislation.
- No use information for personal purposes.

#### Centre Resources:

- Use Centre's resources ethically, effectively, efficiently and carefully.
- Not use resources for private purposes without permission of the Board or the Community Development Officer.

### **Employees and Volunteers must not:**

#### General:

- Contravene the Centres 'Code of Conduct'
- Commit an unlawful act
- Assault, or threaten to assault another person present at the Centre or carrying out Centre business
- Insult or make personal reflections on or discriminatory comments on another person
- Say or do anything that is inconsistent with maintaining good order at the Centre in relation to its facilities, activities, and services, programmes and reputation.

#### Childdsafe/Vulnerable People:

- Use prejudice, oppressive behaviour or language with children.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves.
- Develop 'special' relationships with specific children that could be seen as favouritism such as offering of gifts or special treatment.
- Engage in rough physical games, including horseplay with children.
- Engage in personal or external relationships with children or families who attend the Centre to access services, programmes or activities.

Alcohol and Drugs:

- Possess, sell, distribute, consume or be under the influence of prohibited drugs whilst the Centre or involved in Centre activities.
- Be affected by alcohol or drugs including medically prescribed or over the counter drugs in the sense that your ability to work safely and completely is impaired.

*I have read and understand what is required of me whilst an employee/volunteer of Aldinga Community Centre and agree to abide by the Code of Conduct:*

Name: \_\_\_\_\_ Date: / /

Signature: \_\_\_\_\_

	<b>Policy</b>	<b>Procedure</b>
Approving Authority	Board of Management	Board of Management
Approval Date	21/09/2017	21/09/2017
Next Review Due	21/09/2018	21/09/2018