

Code of Conduct

Authorised by	Board of Governance
Responsible Person	Manager
Staff involved	All Staff, Volunteers, Tutors and Committee Members
Version	001
Approved by	Board of Governance
Approved on	19 th June 2024
Review date	2026

Purpose

Orana Neighbourhood House continues to be a kind, caring and welcoming place for everyone.

This code of conduct applies to everyone who comes onsite or uses our services (whether online, or in-person).

Policy

All staff, tutors, volunteers, members, contractors, participants and visitors are required to observe this code of conduct and display appropriate behaviour.

All individuals must:

- Treat others with respect, courtesy, and sensitivity
- At all times engage in conduct that ensures a safe and healthy environment
- Work in a manner consistent with child safety
- Engage in conduct that is in keeping with our culture of kindness and caring
- Not misuse their position to benefit themselves or disadvantage others
- Foster an environment that encourages equal opportunity and where discrimination, bullying or harassment of any kind is not tolerated
- Ensure all participants, regardless of their race/ethnicity, religious beliefs, age, ability, sexual orientation, gender identity, financial or social background and education, have equal rights
- Adhere to all policies and procedures, and comply with all laws and regulations
- Respect the privacy of others and only disclose information to people who have a need to know

- Uphold the organisation's good reputation.

Management will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers
- Be accountable for managing and maintaining a duty of care towards staff and volunteers
- Act as the nominated Child Protection Officer to provide information and support to all staff, volunteers, children, young people, and their carers regarding child protection matters.

Child Safe Statement

Orana Neighbourhood House is a child safe space. We are committed to protecting the safety and wellbeing of children and young people accessing our services by:

- Ensuring adults always positively model behaviour for children and young people
- Treating children and young people with respect
- Encouraging children and young people to express themselves
- Listening actively to children and young people
- Acknowledging and encouraging children and young people to celebrate their cultural diversity
- Maintaining a safe environment, free from discrimination, bullying and harassment
- Informing children and young people if physical contact is required and asking if they are comfortable with the interaction.

No person shall:

- Shame, humiliate, belittle or degrade children or young people
- Discriminate against any child or young person
- Do anything to cause physical or emotion harm to children or young people
- Show favouritism through the provision of gifts or inappropriate attention
- Develop a special relationship with a child or young person for their own needs
- Arrange contact with a child outside the program space
- Engage in open discussions of an adult nature with a child or young person
- Do things of a personal nature for them that they can do themselves
- Work with children or young people whilst under the influence of alcohol or drugs, or
- Use inappropriate language in the presence of a child or young person.

Working together with our community to enhance and strengthen our neighbourhood



Social Media

Social media posts should be in keeping with the image that we wish to present to the public, and posts made through our social media channels should not damage the organisation's reputation in any way.

No staff member or volunteer should make posts or comments which may be considered defamatory, obscene, libelous, threatening, harassing, discriminatory, that infringe copyright or are otherwise unlawful.

What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

Acceptance of the Code of Conduct

Name:

Signature:

Date:

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