

CODE OF CONDUCT

SUPPORTING ALL AGES ON THE AUTISM SPECTRUM

Time 2 Train



WWW.TIME2TRAINASPERGERS.COM | WWW.LUPEPROGRAM.COM

COMMITMENT TO CHILD SAFETY

Time 2 Train condemns all forms of child abuse, exploitation of children and discrimination against children. We are committed to creating and maintaining an environment that promotes safety for young people involved in our training programs, including all children all ages.

All Time 2 Train contractors, trainers, specialists are responsible for promoting the safety and wellbeing of children and young people.

CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

Time 2 Train contractors, trainers and specialists who breach this Code of Conduct may be subject to disciplinary actions that could include enhanced supervision, suspension or termination from Time 2 Train.

CODES OF CONDUCT AGREEMENT

All Time 2 Train contractors, trainers and specialists are responsible for promoting the safety and wellbeing of children and young people by agreeing to adhering to the below standards of behaviour.

TIME 2 TRAIN AGREEMENT

- ✓ I will adhere to all relevant Australian, state legislation and other organizational policies.
- ✓ Comply with Time 2 Train Child Safe Policy.
- ✓ Raise concerns with management if risks to child safety are identified in any of the activities, facilities, structures, procedures or staffing practices at Time 2 Train.
- ✓ Take all reasonable steps to protect children from abuse.
- ✓ Report and act on any behavioural complaints, concerns or observed breaches regarding this Code of Conduct.
- ✓ Report and concern, allegation, disclosure or observation of child abuse to the relevant person of authority as outlined in Time 2 Train Incident reporting procedure policy.
- ✓ Respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential, only discussing information with the relevant people to follow reporting procedure.
- ✓ Treat all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic, or social origin, culture, property, disability or other status.
- ✓ Listen to and value children and young people's ideas and opinions.
- ✓ Welcome all children and their families and carers by being inclusive.
- ✓ Actively promote cultural safety and inclusion.
- ✓ Listen to children and respond to them appropriately.
- ✓ Conduct myself in a manner consistent with the values of the Time 2 Train organization
- ✓ Work with children in an open and transparent way – other adults should always know about the work being done with children.
- ✓ Observe professional boundaries with children at all times, including when seeing a child from Time 2 Train outside workplace.

I WILL NOT

- ✗ Condone or participate in behaviour with children that is illegal, unsafe or abusive.
- ✗ Seek to use children in any way to meet the needs of adults.
- ✗ Ignore or disregard any concerns, suspicions or discloses of child abuse.
- ✗ Exaggerate or trivialize child abuse issues.
- ✗ Use hurtful, discriminatory or offensive behaviour or language with children.

- ✗ Engage in rough physical games.
- ✗ Discriminate on the basis of age, sex, gender identity, race, culture or sexual orientation.
- ✗ Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as toileting or changing clothes.
- ✗ Develop 'special' relationships with specific children or sow favouritism through the provision of gifts or inappropriate attention.
- ✗ Exchange personal contact details such as phone numbers, social networking details or email addresses with children.
- ✗ Have un-authorized contact with children and young people online, on social media or by phone.
- ✗ Use any computer, mobile phone, or video or digital camera to exploit or harass children.

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____

Signature: _____ Date: ____/____/____

Name of Managing Director: _____

Signature: _____ Date: ____/____/____

Name of Witness: _____

Signature: _____ Date: ____/____/____