

Breakaway Youth

CODE OF CONDUCT

For Staff and Volunteer members of Breakaway Youth



CODE OF CONDUCT

The Code of Conduct has been developed for and by Breakaway Youth staff and volunteers; it identifies a set of principles and behaviours, which describe professional conduct, personal conduct and professional competence expected of a staff or volunteer by their colleagues, clients and the community. It provides a basis for all staff members to maintain a working environment that is productive, positive, enjoyable, safe and free from harassment and discrimination.

The Code of Conduct applies to all staff members and volunteers of Breakaway Youth.

Purpose

The purpose of the Code of Conduct is to;

- Promote upholding to values Breakaway Youth sees as underpinning our service
- Provide a set of principles to guide staff and volunteers in their everyday conduct and assist them to solve ethical dilemmas
- Affirm the various connected groups and wider community accountability of Breakaway Youth
- Promote confidence in Breakaway Youth by young people, families and community

Principles

- Code is not exhaustive and does not foresee every set of circumstances that may arise across an organisation
- Code should be viewed as a guide to the principles that help inform what is appropriate conduct
- Code gives guidance about what practices (actions) are supported and what practices are not accepted
- Code values the social, relational, and interpersonal safety, well-being of people of all ages
- Includes not only face to face interactions, but all other manner of connection including technology, social media formats
- There may be other legislative or funding requirements that are set down or apply to specific issues.



Relationships with Young People

- Treat all young people with respect and dignity at all times
- Be a positive role model, demonstrating Christ-like values
- Encourage young people to express themselves and their opinions in positive and constructive ways
- Contribute to an environment that is free from discrimination, bullying and harassment
- Contribute to an environment that creates a sense of belonging for all
- Speak to young people in an encouraging and positive manner
- Listen actively to young people
- Give each young person positive guidance and encourage appropriate behaviour
- Have regard to cultural values, age, physical and intellectual development, and abilities of each young person
- Respect the confidential nature of information gained about each young person while participating in activities
- Encourage and assist young people to undertake experiences that develop self-reliance and positive self-esteem.
- Provide opportunities for young people to interact and develop respectful and positive relationships with each other and with other staff/volunteers
- Avoid being alone with a young person, even if privacy required – do it at a distance but in view of others
- Do not use derogatory or sarcastic language – even if meant as a joke
- Do not speak harshly, threateningly, shaming, intimidatory, demeaning or humiliating – includes swearing or using inappropriate language in the presence of young people, yelling at unless in emergency situation or game situation
- Avoid favouritism or special relationships with individual young people
- Avoid making any young person feel stupid, left out or snubbed
- Avoid statements which reflect ignorance, bias or ridicule about other religions and cultures

Physical Contact – Touch can be important and necessary for comfort, encouragement and connection, but must remain respectful and appropriate.



- Inform young person if physical touch is required and ask if they are comfortable with the interaction – example adjusting safety equipment, applying sun screen
- Ensure all interactions involving any physical touch are undertaken in full view of other adults or leaders
- Physical restraint is only appropriate to protect someone from harm
- Young person to be the main initiate in physical interactions and the interaction should not be in response to the leader's need. Both parties need to be comfortable with the degree of interaction.

Other – Child Safe

- Maintain a safe environment for young people, being diligent and focused on safety at all times. When working with young people always ask “is this child safe?”
- Take all reasonable steps to protect young people from any form of abuse
- Follow reporting procedures for all reported / observed or concerns of abuse of young people
- Actively take all necessary steps to avoid any personal actions or behaviours that might be deemed negligent, inappropriate or unlawful.
- Take appropriate steps to ensure the health and well-being of those in their charge.
- Model “Sunsmart” or other weather-appropriate behaviours, and encourage young people to follow. Revise activity plans in extreme weather conditions.
- Do not leave young people unsupervised at any time, even when young people are not in direct sight they should be checked or observed regularly
- Act on complaints or concerns raised by young people
- Do not prolong contact with young people beyond hours of duty or initiate contact with young people after working hours. Document all contact with young people, and inform supervisor if any contact occurs outside normal hours.
- Do not accept gifts from young people or families, other than personal acknowledgement of appreciation by a young person, and any such acknowledgement to be recorded in client files



Relationships with Parents / Carers / Guardians and Families

In relationships with parents, carers, guardians and families, staff and volunteers will demonstrate Breakaway Youth’s commitment to collaboration by;

- Being respectful and courteous towards them at all times.
- Considering the perspective of the above persons when making decisions that impact on the care and future options for their young person(s)
- Communicating with the above persons in a timely and sensitive manner
- Responding to concerns expressed by the above persons in a timely and appropriate manner
- Respecting the cultural context of each young person and their family
- Working collaboratively with the above persons around their young person
- Respecting the privacy of information provided by them, and keeping this information confidential, as required under Breakaway Youth Privacy and Confidentiality Policy

Relationships with Colleagues

Collegiality or positive team connections are an integral aspect of Breakaway Youth's work. How we work and interact together and deal with issues or concerns, demonstrates to our young people a positive model for their own future.

In their relationships with colleagues, staff and volunteers will demonstrate collegiality, or positive teamwork by;

- Developing and maintaining relationships based on mutual respect, equity and fairness
- Working in partnership in a courteous, respectful and encouraging manner
- Valuing the input of all team members
- Sharing expertise and knowledge in collaborative contexts and in a considered manner
- Respecting the rights of others as individuals
- Giving encouraging and constructive feedback, and respecting the value of different professional approaches within Breakaway Youth's practice framework
- Providing support for each other, particularly those new to Breakaway
- Working collaboratively for the best interest of our young people and not personal advancement or achievement
- Following grievance process when unable to address an issue with a colleague or staff / volunteer

Personal Responsibilities

As Breakaway desires good outcomes for our young people, then staff and volunteers need to be the best worker / volunteer they can be. Being learners and open to growth and change will assist this.

Staff and volunteers will demonstrate commitment to their personal responsibilities by;

- Working towards the aims and purposes of Breakaway Youth
- Undertaking duties in a competent, timely and responsible way. Ensuring knowledge and expertise is up to date and relevant to their role, by pursuing learning and growth and personal development. Ensuring they keep up personal qualification, skills and knowledge of all aspects of their duties.
- Requesting a briefing or training from Executive Director if unsure about any aspect of their work.
- Having a sound understanding and complying with legal obligations in relation to
 - Discrimination, harassment, sexual harassment and bullying
 - Negligence and duty of care
 - Mandatory reporting and other legislative child safe reporting requirements
 - Privacy and confidentiality
 - Workplace health and safety
 - Child Safe Legislation – including WWCC, Police Checks
- Taking responsibility for own behaviours and actions
- Dressing appropriately for the weather, the activity, and avoiding immodest or styles that are attention seeking or could be considered offensive to others. If interacting with young people wearing tops that cover shoulders and stomachs. Ensuring that appearance is neat, clean and appropriate for particular area of work.
- Maintaining a high standard of personal hygiene at all times.
- When using equipment, following all standard operating procedures, and checking and testing before beginning an activity. Refraining from using faulty equipment.

- Being punctual and regular in attendance. Having a regular connection with young people is important in developing sense of belonging, so staff and volunteers need to commit themselves to being available across a lengthy period of time. If going to be unavoidably absent due to sickness or any other reason, the staff member should notify the Trip Leader promptly.
- Attending programs and events in a ready to operate state – not overtired, hungry or hungover.
- If using legally prescribed drugs in the workplace and have any reason to expect such use may affect their ability to perform their duties, staff and volunteers must report this to the Trip Leader
- Not being under the influence of alcohol or illegal substances while they are working. Possession, use, or trafficking in illegal drugs on Breakaway premises is not permitted.
- Understanding that Breakaway operates as a Smoke Free Environment.
- Minimizing impact on the environment and seeking to be good caretakers for future generations
- Being accountable and working to clear objectives in a transparent and responsible manner
- Not speaking on matters of opinion on behalf of Breakaway without permission. Staff and volunteers should refer any media enquiries to Executive Director or appropriate Board member.
- Understanding that any documents, plans, ideas, photographs and other data belonging to Breakaway or created for Breakaway within their role as a staff or volunteer is confidential and subject to intellectual property (IP) rights

As a Staff member or volunteer of Breakaway Youth, I _____,

agree to uphold the standards of behaviour in this code of conduct.

SIGNED: _____

NAME: _____

DATED: _____