

## Kid Sense Child Safe Code of Conduct

Being a paediatric focused allied health care provider, Kid Sense is invested in supporting children, young people and their adult carers.

This Child Safe code of conduct specified how the Kid Sense organisation and staff will provide supportive services to children and young people.

This code of conduct sits alongside and supports both the NDIS and Kid Sense specific Codes of Conduct.

### Child Safe Code of Conduct

Caring for children and young people brings additional responsibilities for employees in our organisation. All employees of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- adhering to the organisation’s child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone (this includes staff, students, children, young people and parents/ caregivers) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity where appropriate and possible. Carers may choose to not attend 1:1 therapy sessions for therapeutic reasons, so that these sessions *may* be conducted without another adult present. However, handover to the parent following the session will always occur where possible.
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to SAPOL, the Child Abuse Report Line (13 14 78), NDIS (if required) and internal incident report (if required), as per our reporting procedures
- responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
- encouraging children and young people to ‘have a say’ on issues that are important to them.

Document	Kid Sense Child Safe Code of Conduct	Effective Date	10/02/23	Version 1.0
Authorized by	Exec. Director	Review Date	10/02/24	Pg. 1/2
Warning	This process is uncontrolled when printed. The current version of this document is available on the Kid Sense Child Development Sharepoint.			

Employees must not:

- engage in rough physical games, unless therapeutically appropriate (e.g. sensory processing activities)
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes (unless therapeutically required due to the level of disability/ functioning and with parent consent).
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

### Reporting a Breach of the Code of Conduct

All Kid Sense staff are versed in how to respond to manage complaints, and such to appropriate response to a breach of the code of conduct.

Staff, volunteers, carers as well as children and young people, can report a breach of consider at any time by:

- Speaking to any staff member
- Completing the written compliant form available physically in the waiting room of all clinics.
- Completing the written compliant form electronically on the website (this link is provided in each and every receipt)

### Consequences of Breaching the Code of Conduct

Should any staff member breach the code of conduct, consequences may result in further education, performance management or termination of employment.

Kid Sense ensures ongoing safety of children and young people, following a report to authorities, if a person in the Kid Sense organization has caused harm to children and young people. The staff member would be removed from any role that has contact with children and young people until authorities have concluded their investigation.

If the staff member is found to have *knowingly/intentionally* breached the code of conduct, their employment will be ceased or put on review/ management, and/ or their role altered. If the staff member is found to have *unintentionally* breached the code of conduct, education to enhance understanding will be taken along with regular performance monitoring.

\*All staff members agree to abide by the *Child Safe Code of Conduct* by their acknowledgement of the Employee Handbook containing this code of conduct in *Employment Hero*.