

## CHILD PROTECTION CODE OF CONDUCT – 2020

The Bali Children Foundation (BCF) Chairman, and its board members are committed to a policy and practice that protect child safety.

Management, staff, volunteers and contractors at Bali Children Foundation (BCF) are required to abide by these guidelines, and those that are set out in the Code of Conduct.

All people involved in the care of children on behalf of BCF will:

1. Comply with labour laws specifically related to children. This includes not employing children for any labour which is inappropriate given their age or development, or which interferes with their development or education;
2. Maintain a professional role and establish clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship;
3. Model appropriate behaviours to ensure a positive culture of respect is maintained;
4. Be aware of and respect the cultural differences, sensitivities, and expectations of the communities in which we work, and refrain from any form of behaviour that would be deemed inappropriate in that setting;
5. Provide a welcoming, inclusive, trusted, and safe environment for all children, young people, parents, staff and volunteers that promotes the implementation of the BCF Child Protection Policy;
6. Immediately report to the organisation any concerns/allegations of child abuse/exploitation or alleged breach of BCF's Child Protection Policy;
7. Immediately disclose to BCF any charges, convictions, or other outcomes of an offence relating to child abuse/exploitation, including those under traditional law;
8. Work towards the achievement of the aims and purposes of the organisation;
9. Be responsible for relevant administration of programs and activities in their area;
10. Maintain a duty of care towards others involved in these programs and activities;
11. Establish and maintain a child-safe environment in the course of their work;
12. Be fair, considerate and honest with others;
13. Treat children and young people with respect and value their ideas and opinions;
14. Act as positive role models in their conduct with children and young people;
15. Be professional in their actions;
16. Maintain strict impartiality;
17. Comply with specific organisational guidelines on physical contact with children;
18. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
19. Maintain a child-safe environment for children and young people;
20. Operate within the policies and guidelines of BCF;
21. Contact the authorities if a child is at immediate risk of abuse;
22. Follow BCF incident reporting processes to report and/or respond to concerns in relation to safeguarding;
23. Wherever possible, always ensure that another adult is present when working near children; and
24. Conduct one-on-one interactions with children in either an open space or line of sight of another adult.

No person shall:

1. Do anything in contravention of the organization's policies, procedures, guidelines or Codes of Conduct;
2. Shame, humiliate, oppress, belittle or degrade children or young people;
3. Use physical punishment on children;
4. Unlawfully discriminate against any child;
5. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
6. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
7. Engage any child (under 18) in any form of sexual activity, including paying for sexual services;
8. Develop a 'special' relationship with a specific child or young person for their own needs;
9. Sleep close to unsupervised children unless necessary, in which case a supervisor's permission must be given, and ensuring that another adult is present (noting this does not apply to a staff member's own children);
10. Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes;
11. Show favouritism through the provision of gifts or inappropriate attention;
12. Arrange contact, including online contact, with children or young people outside of the organization's programs and activities;
13. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
14. Use any communication device including computers, mobile phones, video cameras, cameras or other technology inappropriately, or to sexually exploit or children, or access or disseminate exploitative material through any medium, including social media;
15. Work with children or young people while under the influence of alcohol or illegal drugs;
16. Engage in open discussions of a mature or adult nature in the presence of children;
17. Use inappropriate language in the presence of children;
18. Use BCF's online environment to access inappropriate sites such as child pornography; or
19. Offer private transportation to children, unless risk of injury, for example in cases of emergency.

### **BREACH OF AGREEMENT**

Those who breach this agreement will face disciplinary action, including and up to termination of employment or cessation of engagement with BCF.

### **RELATED BCF DOCUMENTS**

- Code of Conduct
- Child Protection Policy and Procedures
- Child Protection Incident Reporting Form

### **STATEMENT OF AGREEMENT**

I confirm that I have read and understand the BCF Child Protection Policy and the Child Protection Code of Conduct.

I understand that if I am found in breach of the Child Protection Policy and Child Protection Code of Conduct, I may be stood down, dismissed or terminated from BCF's employment or further engagement.

Effective date	March 9th 2020
Next review date	March 9th 2022
Approval	BCF Board