

Child Protection Code of Conduct

Last updated: 3 August 2019

DOCUMENT VERSION

Date	Comments
5 November 2016	Document endorsed by Management Committee
1 December 2018	Document endorsed by Board
3 August 2019	Document endorsed by the Board.

SCHEDULE OF CHANGES

Date	Comments
November 2018	Changed 'Management Committee' to 'Board'. Changed 'Operations Manager' to 'Operations Directors'. Included 'security guards' as Femili PNG staff and representatives.
June 2019	Introduce the banning of alcohol and illegal drugs.

FOREWORD

This is a working document and subject to amendment. This Code of Conduct will be available in English only. This manual covers both Femili PNG and Friends of Femili PNG, however it will only refer to Femili PNG in the interest of simplicity.

Any suggestions or grievances about this document should be directed to the Femili PNG Operations Directors or Chief Executive Officer/Senior Social Worker (CEO/SSW) so changes can be considered. When suggestions or grievances are raised, the matter will be raised at the next Executive Management Committee meeting for consideration. Any amendments or changes will be submitted to the Board for endorsement.

The Operations Directors are responsible for maintaining this document; including updating confirmed changes, informing staff of the changes, and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the document version table;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual eg. shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of manual.

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1.0 INTRODUCTION

Femili PNG is committed to the safety and protection of children as outlined in our *Lukautim Pikinini Gut Long Birua* – Child Protection Policy. ‘Children’ describes any person under the age of 18 years of age.

This Code of Conduct intends to build on that Policy by providing clear boundaries for the behaviour of all Femili PNG staff and representatives when interacting with children. ‘Femili PNG staff and representatives’ refers to anyone who represents Femili PNG including, but not limited to, staff, volunteers, contractors, security guards, visitors and Board members.

This applies to all Femili PNG staff and representatives at all times and serves as a guide to make ethical decisions in their professional and private lives.

This Code of Conduct relies first and foremost on individuals engaged by Femili PNG to abide by the law, and to use judgement and common sense and to avoid actions or behaviours that could be interpreted as child abuse.

Femili PNG has zero tolerance for child abuse.

All Femili PNG staff and representatives are required to read, sign and abide by this Code of Conduct. Staff who fail to do so should know they are at risk of immediate dismissal and action against them by Femili PNG and/or a government authority.

2.0 CODE OF CONDUCT

As a staff member or representative of Femili PNG, I understand that by signing this Code of Conduct I agree to the following:

1. I understand a child is a person under 18 years of age;
2. I will abide by Femili PNG’s values and *Lukautim Pikinini Gut Long Birua* – Child Protection Policy;
3. I will treat all children with respect regardless of their race, colour, gender, language, religion, opinions, nationality, ethnicity, social origin, property, disability or other status;
4. I will always endeavor to provide an inclusive and safe environment for all children and young people;
5. I will not use any language or behaviour towards any children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or culturally inappropriate;
6. I will not engage any children in any form of sexual activity or acts, ever. This includes never paying for sexual services or acts with children;
7. I will report to Femili PNG any child-related activity which is illegal or abusive, including if it is done by other Femili PNG staff or representatives, and I will not be a part of any such activity;
8. I will ensure that I am not placed in a position where I am alone with a child or children by always having another adult present when working in the proximity of children, unless I am a

Femili PNG clinical staff member and my work requires me to be alone with a child (eg. for interview purposes).

9. I will not sleep close to a child who is a client of Femili PNG unless necessary for that child's security and safety, in which case I must obtain prior permission from a Femili PNG Child Protection Delegate (CEO/SSW or Operations Director);
10. I will not physically or otherwise punish any child who is a client of Femili PNG, or the dependent of a Femili PNG client;
11. I will try to ensure my behaviours towards **all** children are interpreted positively and as 'setting a good example', and cannot be interpreted as hostile, neglectful or inappropriate to children;
12. I will immediately report any suspicion, allegation or witness of child abuse or other breaches of the *Lukautim Pikinini Gut Long Birua* – Child Protection Policy or Code of Conduct by Femili PNG staff or representatives, or by partner and stakeholder organisations, as per the reporting procedures outlined in the Policy;
13. I will immediately report any suspicion, allegation or witnessing of child abuse of children in Femili PNG's care as per the reporting procedures outlined in the Policy;
14. I will keep confidential all information that I have regarding child protection cases, only discussing information with a Femili PNG Child Protection Delegate, or as directed by a Femili PNG Child Protection Delegate;
15. I will immediately inform Femili PNG of all charges, investigations, convictions and other outcomes of an offence against me, which occurred before or occurs during my association with Femili PNG. This includes me informing Femili PNG of any in relation to child exploitation and abuse;
16. I will not seek to make contact or spend time with any child that I come into contact with in my role with Femili PNG except for the contact that is required for performing my professional role;
17. I will not hold, kiss, cuddle, fondle or touch any children in an inappropriate way;
18. I will not do things of a personal nature that a child can do for themselves (for example toileting, bathing, dressing) excluding for my own children;
19. I will use computers, mobile phones, video cameras, cameras and social media appropriately, and I will never use them to record Femili PNG child clients, to exploit or harass children or access child exploitation or abuse material through any medium;
20. I will act professionally towards children I interact with in my capacity as a Femili PNG representative, whilst at the same time showing genuine care and compassion;
21. I will not use, possess or be under the influence of alcohol or illegal drugs while in the presence of, or while supervising, a child. I will not provide or allow a child to consume alcohol or illegal drugs;
22. I will refrain from engaging in open discussions of a mature or adult nature in the presence of children;
23. I will always actively minimise opportunities and situations where children can be harmed;

- 24. I will ensure that Femili PNG child clients are never left alone with another person (adult or child) unless that person is known to be a trusted person. If I am unsure, I will immediately contact the CEO or Operations Director to check whether the child may be left with the person;
- 25. I will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- 26. I will not abuse my position to withhold professional assistance, or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child in order to solicit any form of advantage or favour from a child;
- 27. I will uphold the integrity of Femili PNG by ensuring that my professional and personal conduct is, and is seen to be, of the highest standard;
- 28. If I do not understand any part of this Code, or my obligations under it, I undertake to discuss and clarify with CEO and/or Operations Director.

3.0 CODE OF CONDUCT BREACHES

If you breach the *Lukautim Pikinini Gut Long Birua* – Child Protection Policy or this Code of Conduct you will face disciplinary action, including possible termination of employment or cessation of engagement with Femili PNG. Depending upon the seriousness of your actions, you may also face legal action against you. See Femili PNG’s HR Policy Manual for further information on misconduct and disciplinary procedures.

4.0 DECLARATION

I have read the Femili PNG *Lukautim Pikinini Gut Long Birua* – Child Protection Policy and this Code of Conduct and I understand my responsibility to abide by both at all times to protect myself and, most importantly, the children I come in contact.

I understand my obligation to report any suspicion, allegation or witnessing of a child protection incident as well as the process to report.

I understand I may approach my supervisor, Femili PNG’s CEO/SSW or Operations Director if anything in this document is unclear or if I have any questions relating to my child protection responsibilities.

Signature _____

Print Name _____

Position _____

Date _____