

## Code of Conduct for a Child Safe Organisation

Caring for children and young people brings additional responsibilities for worker of our organisation.

All workers of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- complying with the Accustom Driving School and Training Centre child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone with respect, honest and ensure equity is upheld. This includes staff, volunteers, students, children, young people and parents. It also includes those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs.
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behavior 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 behaviors and responding promptly and appropriately
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- 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.

Employees and volunteers must not:

- engage in any physical contact unless necessary for the safety of the child or young person (For example: leaning across student to grab steering wheel, gear stick of vehicle)
- develop any 'special' relationships with children and young people that could be seen as favoritism such as the offering of gifts or special treatment
- 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

Any suspected Breach of the Code of Conduct must be reported to the management of the Accustom Driving School and Training Centre as soon as possible. Any suspected Breach must be reported either in person or by telephone on 8821 3440 or email [accustomconsulting@gmail.com](mailto:accustomconsulting@gmail.com) to a manager and followed by a written report of the suspicions.

### Consequences of Breaching the Code of Conduct

Any Breach of the Code of Conduct will result in disciplinary action. This action could range from counselling, to a suspension of your employment for a period of time to your employment being terminated.

**Date: 26/10/2023**