



Independent Institute
www.iifp.edu.au RTO 40123

IIFP Child Safe Environment Policy 2023

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Independent Institute of Food Processing—RTO40123

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Updated Child-safe policy for DCP / DHS SA
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Introduction:

The Independent Institute of Food Processing (IIFP) RTO is required to provide a child safe environment as we are an organisation that provides services to children and young people.

For the purpose of this policy a child is considered anyone under the age of 18 years being referred to as children and young people.

Our goal is to provide a Child Safe Environment which aligns with the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations. We aim to provide a safe and friendly setting where children and young people are protected and feel respected, valued and encouraged to reach their full potential.

Our child safe environment includes:

- Taking a preventative, proactive and participatory approach on child wellbeing and safety issues
- Valuing and embracing the opinions and views of children and young people
- Assisting children and young people to build knowledge and skills that will assist them to participate in society
- Focusing and taking action on the protection of children and young people from harm

To achieve this goal, we require individuals associated with IIFP to respond to any concerns, and report any incidents of child harm or risk of harm promptly, and in line with your legal obligations and Independent Institute's policies and procedures for responding and reporting harm and risk of harm to children.

We are committed to ensuring that everyone associated with the Independent Institute of Food Processing – IIFP - complies with, and monitors Child Protection requirements.

Examples of IIFP associates: CEO, Trainers/Assessors, Administration officers, VET in Schools personnel, Associate staff & trainers, Workers & Volunteers. (Workers includes employees, volunteers, contractors, subcontractors, employees of contractors or subcontractors, labour hire, outworkers, apprentices, trainees, work experience students)

IIFP complies with references:

- Child Safety (Prohibited Persons) Act 2016
- Children and Young People (Safety) Act 2017
- National Principles for Child Safe Organisations which relate to creating Child Safe Environments
- Privacy Act 1988 (Commonwealth)
- Public Interest Disclosure Act 2018

Commitment to the safety of children and young people

IIFP is committed to protecting the security, safety and wellbeing of employees, learners, children and young people, as well as safeguarding its reputation. This includes being a child safe organisation.

We provide our commitment to children and young people by confirming we value, respect, recognise diversity and equity in all children and young people regardless of their abilities, sex, gender, or social economic or cultural background. We ensure bullying and harassment is **not** tolerated within our organisation and provide effective ways to communicate our response to such behaviour.

Scope of Policy:

This policy applies to all IIFP employees including:

CEO, Trainers/Assessors, Administration officers, VET in Schools personnel, Associate staff & trainers, Workers & Volunteers. (Workers includes employees, volunteers, contractors, subcontractors, employees of contractors or subcontractors, Labour hire, outworkers, apprentices, trainees, work experience students)

All workers are required to agree in writing to accept and act in accordance with this current and any updated versions of the Child Safe Environments and Code of Conduct Policies.

Communication:

This policy and the associated Code of Conduct is presented to relevant staff during their induction process.

This policy is available to children, young people and families as well as members of the public for inspection,

free of charge on IIFP's website www.iifp.edu.au or at our principal office at 91 John St. Salisbury. 5108. South Australia.

- A hard copy of this policy may be obtained on payment of a fee.
- Any queries in relation to this policy must be made in writing to service@iifp.edu.au to the: Attention of Administration Manager

We provide clear age-appropriate or developmentally appropriate feedback forms to children and young people.

We encourage and respect the views of children and young people including their right to safety, their right to be listened to and involve them by requesting feedback of their experience in the Unit delivery process. This includes making a complaint (where appropriate), the parent/guardian can do this on their behalf if needed. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

Code of Conduct:

IIFP has a code of conduct that specifies standards of conduct and care when dealing and interacting with children and young people, particularly those in the organisation's care. We also have a Code of Conduct as a Child Safe Organisation Policy (see *attached Appendices 1*) to address inappropriate behaviour affecting young people.

- Prescribed staff adherence to IIFP Code of Conduct is a condition of employment

The following general points represented in IIFP's Code of Conduct need to be applied by all staff and associated IIFP officers and representing associates.

DO's:

All Staff, employees and Associates of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- Sticking 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, volunteers, students, children, young people and parents) including those of different race, ethnicity, gender, 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
- Being alert to children and young people who have been harmed, 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.

Don'ts:

It is required that all Staff, Employees and Associates **must not**:

- Engage in rough physical games
- 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
- 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

Unacceptable behaviour, which may be deemed to be a breach of this code, includes:

- Undertaking unlawful activity with or in relation to a child or young person
- Engaging in an activity likely to cause any physical, sexual or emotional harm to a child or young person
- Abusing the trust that comes with being engaged by IIFP
- Being alone with a child or young person unnecessarily
- Arranging personal contact, including online contact, with children or young people they work with for a purpose unrelated to their work activities
- Discriminating against any child or young person, or their family members
- Disclosing personal or sensitive information about a child or young person, including images of a child or

young person, without the consent of the child or young person and/or the consent of their parent or legal guardian (except where this is required for mandatory reporting or other legal requirements)

- Using inappropriate language in the presence of children or young people
- Showing or providing children or young people with access to inappropriate images or material
- Undertaking work activities with children or young people when under the influence of alcohol or prohibited drugs
- Ignoring or disregarding any suspected or disclosed risk of harm to a child or young person

Consequences of Breaching the Code of Conduct

Employees (and others) who breach the Code of Conduct may be provided with further training, increased supervision or they may have their contract terminated, depending on the severity of the breach.

Breaches of this code may be considered a breach of the Code of Ethics, which will result in disciplinary action, including possible dismissal. Breaches may also lead to criminal proceedings.

Recruitment:

We engage the most suitable people to work with children and young people at IIFP, we obtain a relevant screening check as a condition of employment or engagement. Such measures aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children. Screening checks contribute to creating safe environments for children and other vulnerable people.

South Australian and Commonwealth policy and legislation means many employees and volunteers must have clearance checks as part of their roles.

IIFP utilises the South Australian Government screening check required by law for all employees who work with children and young people and the staff who manage these roles. They require a:

- Not Prohibited Working With Children Check -WWCC (from the Department of Human Services (DHS) Screening Unit) – updated every 5 years

IIFP will verify the accuracy of any WWCC (presented as part of a recruitment process) in the DHS Screening Unit portal.

IIFP employees, prospective employees, contractors or volunteers are also required to undertake a current:

- Police clearance (updated every 2 years or at IIFP request)

At the commencement of employment, IIFP employees are required to undertake and complete training to understand their mandatory obligations regarding Child Safe Environments. Employees are required to update their training when the next cycle of training begins:

- Responding to Risks of Harm, Abuse and Neglect – Education and Care - RRHAN-EC (Department of Education) (*Mandatory notification training is run on a 3 year cycle. The current cycle started in July 2021, new employees can undertake this training at any time and update when the new cycle begins*)

If any issues are identified during the process of the relevant history assessment, these issues will be investigated by the CEO in the first instance. The CEO will then decide at his discretion as to the suitability of the person for the position/role, considering the outcome of the investigation. This will determine whether to employ or engage the employee, contractor, volunteer or prospective employee, contractor or volunteer. However, if an employee returns a Prohibited WWCC, they cannot work with anyone under the age of 18 years or manage another staff member who works with people under the age of 18 years.

Conditional offers of employment or engagement can be withdrawn if the results of the relevant history assessment are deemed to disqualify the employee, contractor or volunteer or prospective employee, contractor or volunteer for the position (regardless of if employment or engagement had begun).

If the review determines that the person is not suitable for appointment, re-appointment or re-engagement, they will be informed accordingly.

We will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

Training, supervision and support for workers:

IIFP supervise, train and support workers to understand our organisation's child safe policy, employee's mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. This ensures that volunteers, contractors and employees who work with

children or young people and have ongoing supervision, support and training, this means their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment:

This includes:

- IIFP ensures that a satisfactory relevant history assessment is conducted for all persons undertaking prescribed functions for a validity period of five years. (Working With Children Check- WWCC)
- IIFP requires all prescribed staff to complete and present a clear Criminal History Check for each 2 year period commencing on the anniversary of their employment or at IIFP request.
- This policy document and Officer signed Code of Conduct

We ensure all employees have completed and are up to date with the necessary training for Child Safe Environments including Mandatory Notifying. The verified documents and expiry dates of training will be held by the Compliance & Management Officer, as well as by the individual Trainer/Assessor as part of their currency requirements.

We utilise the following links, the Department for Child Protection SA website on Reporting Child Abuse details information for mandated notifiers – those legally responsible to report suspected children at risk of harm:

- <https://www.childprotection.sa.gov.au/reporting-child-abuse>
- [mandatory-notification-information-booklet-2019-dhs-update.pdf](https://www.childprotection.sa.gov.au/mandatory-notification-information-booklet-2019-dhs-update.pdf)

Mandatory notifying - Reporting and responding to harm or risk of harm

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

IIFP ensures employees are aware of their responsibilities if they have suspicion on reasonable grounds that a child is being harmed or is at risk of harm under the current legislation (listed under references). IIFP include information listed in this Code of Conduct for Child Safe Organisations Policy and their obligation under mandatory reporting.

IIFP ensures that employees can identify and respond to children at risk of harm.

- IIFP condition of employment is every prescribed employee must undertake a Responding to Risks of Harm, Abuse and Neglect – Education and Care training and adhere to our Code of Conduct as a child safe organisation.

Mandated notifiers in our organisation are the Managers, Trainers/Assessors, Administration officers, VET in Schools personnel and associates who:

- provide services to children and young people
- hold a management position in the organization, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Those which hold prescribed positions have the legal requirement to report suspected cases of harm and risk of harm. A staff member who occupies a prescribed position within our organisation is required to report to the **Child Abuse Report Line (CARL) on 131 478**, if there is suspicion on reasonable grounds that a child or young person has been harmed or is at risk of harm. If the child or young person is at immediate risk, report immediately to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tiramangkotti - an Aboriginal team, via the CARL number.

A notification under this section must be accompanied by a statement of the observations, information and opinions on which the suspicion is based. This report (CARL/SAPOL) must be made by the individual who identifies the harm or risk of harm of a child or young person.

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.

All adult workers (even if not a mandated notifier) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

Following a report being made to CARL or SAPOL workers must make an internal report to management. IIFP will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.

If an IIFP worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have

concluded their investigation.

Following a report to CARL or SAPOL we will support the child or young person by:

- referring the child, young person or their family to other appropriate services
- continuing to provide a service to the child, young person and their family and monitor their circumstances.

We will document all information received regarding the report and store this securely in a separate file.

Reporting and responding to general complaints or feedback

IIFP encourage the involvement and participation of children and young people in making complaints and/or completing feedback forms (provided to them in the Unit delivery process) by:

- Encouraging and acting on children’s and young people’s participation, comments and feedback
- Making minors aware of their rights found in the IIFP learner information handbook (which is freely available to all family members)
- Contacting IIFP customer service to obtain details on the complaints process

Compliments, complaints or feedback can be provided verbally or in writing to any worker or direct to management either by telephone on 08 8258 4042, via email at service@iifp.edu.au or by post addressed to 91 John St Salisbury SA 5108.

We will respond to the feedback and complaints of children and young people in a respectful and appropriate manner, to ensure the child or young person feels heard and supported. We will deal with all complaints and feedback received from children, young people or their families promptly, sensitively and fairly.

Risk Management:

IIFP maintains and implements a risk management strategy that identifies, assesses and takes steps to minimise the risks of harm to children and young people, stemming from the action or inaction of an employee, contractor, volunteer, or another child, by:

- Reviewing of this Child Protection Policy, Procedures, Code of Conduct every five (5) years
- Having a clear and accessible complaint process (*doc: rto40123^0300p109,119,121*)

The table below outlines the specific risks to children and young people in our organisation and describes the possible actions we will take to minimise and manage each of these risks. This includes wellbeing as well as physical risks.

Identified Risk	Actions to minimise risk
Culture of organisation is not child-safe focused	<ul style="list-style-type: none"> • Child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs • Culture of management reflects our strong commitment to the safety of children and young people • The National Principles for Child Safe Organisations are embedded in policies and procedures • We meet the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks)
Organisational staff (including employees, volunteers, students, contractors etc) harm children/young people	<ul style="list-style-type: none"> • Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation • Interview questions (no prior preparation) should gauge an applicant’s understanding of child safe principles and actions that would be taken to prevent harm to children and young people • All organisational staff have WWCC with ‘not prohibited’ result prior to working with children and young people • WWCCs updated every 5 years and status remains as not prohibited • Children and young people and their families are given a copy of our child safe environments policy and complaints and feedback process as part of a welcome/induction pack
Organisational staff (including employees, volunteers, students, contractors etc) do not understand their	<ul style="list-style-type: none"> • All organisational staff trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 year cycle • All organisational staff must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)

obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)	
Physical contact	<ul style="list-style-type: none"> Any physical contact must be appropriate to the delivery of services being provided Where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding Unnecessary physical contact is not allowed
Online communications	<ul style="list-style-type: none"> Cyber safety and social media guidelines are in place and provided to all organisational staff Online activities (assessment activities) are strictly used for learning purposes Trainers/assessors will only communicate with children or young people via social media (Discord and Axcelerate platforms) regarding IIFP course content. Administration will only communicate with children or young people regarding attendance, fees, certificates or errors with social platform logins
Supervision	<ul style="list-style-type: none"> When providing one to one consultation with a child or young person, it will be in line of sight of another adult, or in class with other students present Children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay Children and young people will not be left under the supervision of unauthorised persons Consent of parent or guardian must be given
Taking images of children and young people	<ul style="list-style-type: none"> Consent of child young person and their parent/guardian required Disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian
Physical environment	<ul style="list-style-type: none"> Maintain a risk register that is reviewed annually to ensure effectiveness Conduct risk assessments for all activities Ensure all equipment is in good safe working order Ensure work area/simulated commercial kitchen is in safe working condition Ensure all SOPs are in place and adhered to Ensure theory room tables have ample space for children and young people to learn in a respectable space Have clear room exits for children or young people affected with mental health conditions Maintain non offensive behaviour, music or language
Bullying and harassment	<ul style="list-style-type: none"> Set clear boundaries with all children and young people at the commencement of enrolment to IIFP learning and continual reminders throughout course deliveries, regarding acceptable behaviour and language towards others Ensure all children and young people have read the student handbook and understand the consequences of harassing others within IIFP settings.
Privacy and confidentiality	<ul style="list-style-type: none"> All documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) Digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties Organisational staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian

Related policies and procedures:

IIFP policies outline its commitment to promoting a Child Safe Environment, children and young people's wellbeing and safeguarding children and young people from harm. Our policies relevant to Child Safe Environments include:

IIFP workplace policies and procedures:

- [child-protection-policy.pdf](#)
- [code-of-practice.pdf](#)
- [complaints&appeals.pdf](#)
- [handbook-student-information.pdf](#)
- [workplace-risk-safety-management.pdf](#)

Policy Review:

IIFP will evaluate and review this policy and procedure relating to Child Safe Environments at a minimum of once, every five (5) years as required by the Children and Young People (Safety) Act 2017.

We will also review this policy when:

- New or added risks are identified for children or young people, which may require a change in the policy or procedures
- A critical incident where a child or young person has experienced harm through involvement in the organisation
- Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
- Awareness or compliance to the child safe policy and/or procedures is low
- Legislative changes/requirements.

We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.

Policy Date: September 2023

Review Date: September 2028

Approval, review & validation

This policy was last reviewed by the CEO and Team members in September 2023.

This policy has been approved by Independent Institute of Food Processing Pty Ltd (IIFP).

Stephan Knoll

Chief Executive Officer

Child Safe Environment Policy -

Lodgement of Child Safe Compliance Statement

IIFP initially lodged a child safe environment compliance with the Department for Communities and Social Inclusions (DCSI) that demonstrates we comply with the minimum requirements for establishing and maintaining a child safe environment for children. (First lodged 2011-12)

IIFP review of currency of our policy and code of conduct commenced in November 2022

IIFP review and update of currency of our policy and code of conduct completed in September 2023

Definitions

Child or young person refers to a person under the age of 18.

Organisation means Independent Institute of Food Processing – IIFP Pty Ltd.

Staff Employee is all full time, part time and casual employees employed by IIFP.

Worker as defined in the WHS Act (SA) 2012 includes employees, volunteers, contractors, subcontractors, employees of contractors or subcontractors, labour hire, outworkers, apprentices, trainees, work experience students.

DCP is Department for Child Protection.

Child Safe Environment is defined as an environment in which the needs of children and young people are considered and met, protecting them from harm or a risk of harm, particularly relating to the fulfilment of love and attachment needs, self-esteem needs and their need to be heard and have their views considered, under the Children and Young People (Safety) Act 2017.

Associate is an ABN registered consultant exclusively linked with IIFP via a common law agreement. This includes: CEO, Trainers/Assessors, Administration officers, VET in Schools personnel, Associate staff & trainers, Workers & Volunteers. An Associate of IIFP is also any workers includes employees, volunteers, contractors, subcontractors, employees of contractors or subcontractors, labour hire, outworkers, apprentices, trainees, work experience students, volunteer, contractor)

Working with Children is defined as any service which is provided to a child or young person, or the undertaking of an activity which may relate to children or young people. This does not include a person who employs a child while providing a service or activity, or a person who is acting in the same capacity as a child in the course of work, as per the *Child Safety (Prohibited Persons) Act 2016*.

Harm or at risk of harm - The Children and Young People (Safety) Act 2017 defines harm, or at risk of harm: Section 17 states that *harm* in relation to a child means:

- a) Physical or psychological harm, whether caused by an act or omission,
- b) Harm caused by sexual, physical, mental or emotional abuse or neglect.

Section 18(1) defines at risk as:

- a) The child or young person has suffered harm, or there is a likelihood harm will be suffered,
- b) There is a likelihood that the child or young person will be removed from the State for unlawful purposes,
- c) The parents or guardians of the child or young person are unable or unwilling to provide care, have abandoned, or have passed,
- d) The child or young person, if of compulsory school age, is consistently absent from school without satisfactory explanation,
- e) The child or young person is of no fixed address, or
- f) Any other circumstances prescribed by regulations exist in relation to the child or young person.

Working with Children Check refers to the process by which an assessment is conducted to review whether the individual poses an unacceptable risk to children, and whether the person should be prohibited from child-related employment.

Mandatory reporting obligation is the legislated requirement to report specific suspicions or incidents of harm or risk of harm on vulnerable persons.

Mandatory notifiers refers to people who are obliged by law to notify Families SA via the Child Abuse Report Line (CARL - Ph: 131478) if they suspect on reasonable grounds that a child is being harmed or is at risk of harm. Section 30 of the Children and Young People (Safety) Act 2017 establishes mandatory notifiers.

IIFP Code of Conduct as a Child Safe Organisation

Code of Conduct for Child Safe Organisations

The National Principles for Child Safe Organisations outline the importance of organisations having effective policies and procedures that document how the organisation is safe for children and young people.

The National Principles also emphasise the importance of embedding child safety and wellbeing in organisational leadership, governance and culture.

Developing and implementing a Child Safe Code of Conduct is one key aspect of fulfilling these principles.

What is a Child Safe Code of Conduct?

IIFP's Child Safe Code of Conduct is a document outlining expected behaviours from all members of the organisation, and behaviours that are unacceptable, when interacting with children and young people.

IIFP Child Safe Code of Conduct signifies to:

- Identify to leaders, staff and volunteers the expected behavioural standards for engaging with children and young people in the organisation. It should set a high standard of conduct for the protection and wellbeing of children and young people.
- Cover conduct in both the physical and online environments.
- Be easy for people to access and understand.
- Be covered in induction training for all staff and volunteers.
- Link to relevant legislation, IIFP's Child Safety and Wellbeing Policy and related policies and procedures, including those for receiving and responding to complaints and concerns and for reporting to external authorities.
- Link to relevant human resources and procurement processes in or organisation, for example recruitment processes, individual contracts or terms of employment, and contracting of services from third parties.

Acknowledgement of IIFP's Child Safe Code of Conduct

This Child Safe Code of Conduct is designed to assist you to adhere to our organisational code.

It provides general guidance on what key principles to included and follow in our Child Safe Code of Conduct. It is adapted to suit the particular context in each of our organisation's job roles, including the ways in which people in the organisation engage with children and young people. It is to be applied to reflect regulatory requirements applicable to particular types of application within our external client organisations or in particular states or territories.

This code is applicable to paid and unpaid staff in our organisation – for example, executive leadership, third party consultants and contractors, or, where applicable, families and children who engage with the organisation.

All paid and unpaid staff, including volunteers, interns or trainees of Independent Institute - IIFP are responsible for the safety and wellbeing of children and young people who engage with Independent Institute - IIFP.

All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I Will:

- Act in accordance with Independent Institute's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and young people, and their families and towards other staff.
- Listen and respond to the views and concerns of children and young people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or comfortable.
- Promote the human rights, safety and wellbeing of all who engage with IIFP.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children and young people.
- Create a child safe environment that promotes and enables children and young people's participation, welcoming, culturally safe and inclusive for all

	<p>children, young people and their families.</p> <ul style="list-style-type: none"> • Involve children and young people in making decisions about activities, policies and processes that concern them wherever possible. • Contribute, where appropriate, to IIFP’s policies, discussions, learning and reviews about child safety and where required by Independent Institute’s risk assessment and management policy or process. • Respond to any concerns or complaints of child harm or risk of harm promptly as required by relevant legislation, and in line with Independent Institute’s policy and procedure for responding to incidents. • Report all suspected or disclosed child harm or risk of harm as required by relevant legislation and by IIFP’s policy and procedure on internal and external reporting. • Comply with IIFP’s policy protocols on communicating with children and young people. • Comply with relevant legislation and IIFP’s policies and procedures on record keeping and information sharing.
<p>I Will Not:</p>	<ul style="list-style-type: none"> • Engage in any unlawful activity with or in relation to a child or young person. • Engage in any activity that is likely to physically, sexually or emotionally harm a child or young person. • Unlawfully discriminate against any child, young person or their family members. • Be alone with a child or young person unnecessarily. • Arrange personal contact, including online contact with children or young people, I am working with for a purpose unrelated to Independent Institute’s activities. • Disclose personal or sensitive information about a child, young person, including images of a child or young person, unless the child or young person and their parent or legal guardian consent or unless I am required to do so by Independent Institute’s policy and procedure on reporting. • Use inappropriate language in the presence of children or young people, or show or provide children and young people with access to inappropriate images or material. • Work with children or young people while under the influence of alcohol or prohibited drugs. • Ignore or disregard any disclosed information or suspicion of a child or young person at risk of harm.
<p>If I think this Code of Conduct has been breached by another person in Independent Institute - IIFP I will:</p>	<ul style="list-style-type: none"> • Act to prioritise the best interests of children and young person. • Take actions promptly to ensure that children and young people are safe. • Promptly report any concerns to my manager, Independent Institute’s Child Safety Officer, the Chief Executive Officer or another manager or leader in the organisation. • Follow Independent Institute’s policies and procedures for receiving and responding to complaints and concerns. • Comply with legislative reporting requirements regarding a child or young person at harm or risk of harm, and with the organisation’s policy and procedure on internal and external reporting.
<p>I agree to abide by this Code of Conduct during my employment with Independent Institute - IIFP</p> <p>I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with Independent Institute - IIFP</p>	<p>.....</p> <p>Signature</p> <p>.....</p> <p>Full Name</p> <p>.....</p> <p>Date</p>