



KOoyongKoot ALLIANCE

# KooyongKoot Alliance Inc. - Code of Conduct

(As expected by Landcare Victoria)

## Preamble

The essence of this code is to capture:

1. Set general principles of behaviour and ensure that respect is a central part of any KooyongKoot Alliance activity.

2. Having appropriate child safe policies in place,

3. Establishing procedures through which sexual harassment and bullying issues are firstly

minimized and secondly dealt with appropriately if required.

Breaches the code of conduct must be addressed. Complaints regarding code of conduct breaches must be handled in a timely, responsive and sensitive manner.

## 1. GENERAL CODE OF BEHAVIOUR

KooyongKoot Alliance volunteers must meet the following requirements in regard to their conduct during any activity held or sanctioned by KooyongKoot Alliance,

a) Respect the rights, dignity and worth of others, and value their ideas and opinions.

b) Be fair, considerate and honest in all dealings with others.

c) Conduct themselves in line with KooyongKoot Alliance's values.

d) Maintain a duty of care to others involved in KooyongKoot Alliance activities.

e) Be professional in, and accept responsibility for, their actions.

f) Comply with KooyongKoot Alliance guidelines, including this Policy, regarding appropriate conduct.

g) Show concern and caution towards others who may be sick or injured.

h) Operate within the Rules which govern KooyongKoot Alliance.

i) Report any unlawful, threatening or violent behaviour to the appropriate authorities.

KooyongKoot Alliance Members and volunteers must not:

j) Engage in any unlawful, threatening or violent behaviour.

k) Shame, humiliate, oppress, belittle or degrade any person.

l) Engage in any form of harassment of others.

m) Unlawfully discriminate against any person.

n) Use their involvement with KooyongKoot Alliance, to promote their own beliefs, behaviours or practices where these are inconsistent with those of KooyongKoot Alliance,

o) Do anything that brings the KooyongKoot Alliance Inc. into disrepute.

## 2. CHILD SAFETY POLICIES

### Context to the Code

KooyongKoot Alliance Victoria Inc. strives to be Child Safe, with no tolerance for child abuse and a commitment to children's best interests. All children who participate in our activities have a right to feel and to be safe. We encourage children to express their views and we listen to their suggestions, especially on matters that directly affect them.

Physical or sexual abuse of a child is a crime and will be reported to police, including grooming for sexual conduct with a child under the age of 16 years. All adults who form a reasonable

belief that such a sexual offence has occurred have an obligation to report it to police.

This Code complies with the Child Safe Standards. KooyongKoot Alliance recognises that there are key risks to Child Safety being:

- Physical or Sexual abuse
- Grooming (abuse of trust usually occurs where there is an ongoing relationship of trust)
- Inappropriate child-to-child or adult-to-child physical or verbal contact
- Circulation of sexually explicit material

### **Managing these risks**

In order that these risks are managed effectively, KooyongKoot Alliance members and volunteers need to:

- a) Consider child safety risks in their activity planning.
- b) Organisers need to have a current Working With Children's Check.
- c) Actively work to mitigate any risks.
- d) Ensure they have people appropriately qualified to work with children as applicable.
- e) Model appropriate behaviour towards children.
- f) Listen directly to children and respond to them appropriately.
- g) Report any complaints, concerns or disclosures.

KooyongKoot Alliance Members must not:

- h) Engage in any activity with a child that is likely to physically or emotionally harm them.
- i) Initiate unnecessary physical contact with a child or do things of a personal nature for them that they can do for themselves.
- j) Be alone with a child unnecessarily and for more than the shortest possible time.
- k) Engage in open discussions of a mature or adult nature or use inappropriate language in the presence of children.
- l) Show favouritism to children through the provision of gifts or inappropriate attention.

See Attachment 1.1: Tips and tools for creating a child safe event.

## **3. SEXUAL HARASSMENT, BULLYING AND RESPECT**

### **Context T0 The Code**

All volunteers/members of KooyongKoot Alliance Inc are entitled to be treated with dignity and respect. KooyongKoot Alliance has a commitment to provide a healthy and safe environment free from bullying and sexual harassment.

Under the Equal Opportunity Act 2010 organisations covered by the law – including volunteer-based organisations – have a positive duty to take reasonable and proportionate measures to eliminate discrimination, sexual harassment and victimisation.

### **Managing these risks**

In order for KooyongKoot Alliance to effectively manage these risks, the organisation will need to:

- a) Be aware of potential situations where such behaviour can occur when planning activities.
- b) Actively plan to manage such potential situations.
- c) Provide a clear pathway for a matter to be raised within the organization.
- d) Ensure processes maintain confidentiality and protect people's identity.

See attachment 1.1, risks to be managed in reducing the risk of sexual harassment, bullying or respect.

## **ATTACHMENT 1.1 TO KOOYONGKOOT ALLIANCE CODE OF CONDUCT**

### **Tips and tools for creating a child safe event.**

The following are a range of tips and tools for KooyongKoot members to consider in planning and conducting events. It is important that the matters raised are all considered in the planning and conduct of an event.

1. Be upfront about child safety to deter inappropriate behaviour (mention it in activity briefings, put it on your website etc)
2. **Listen** if children report feeling uncomfortable.
3. Make sure children and adults know who to go to if they have concerns (for big events have signs that are at a variety of eye levels, and ensure organizing staff are clearly distinguishable)
4. If families bring children to activities, immediately advise the parent or carer that they must directly supervise the child at all times.
5. Ensure all unaccompanied children (under 16 years) work in groups of three or more with either two or more adults or with children of a similar age.
6. Ensure that no child is alone with only one other person at any time.
7. Include an Under 18 checkbox on your activity participation sheet.
8. Design activities so there are clear sightlines and obstruct any hidden places that could conceal inappropriate conduct.

### **Risks to be managed in reducing the risk of sexual harassment, bullying and respect.**

The following are identified risks and potential solutions that can be adopted to deal with these matters:

1. The KooyongKoot Alliance has no policy framework to deal with an issue.  
Potential actions. Adopt and follow this Code. Have appointed person(s) who are clearly identified as those to whom issues are reported. Maintain effective records of events, meetings and activities.
2. The KooyongKoot Alliance does not understand the nature of such matters.  
Potential actions. Ensure the group understands that behaviour which is offensive, intimidating, humiliating or that degrades, ridicules or insults or otherwise causes a detriment to the health and safety of a member or volunteer is incorporated in planning and training.
3. A person's privacy is breached during the process. In contrast with normal committee business, such matters must be kept confidential in order to protect all parties.  
Potential actions. Have designated individuals for reporting these matters to. Seek help as soon as practical when an issue arises.
4. The group does not have the skills, resources or separation of interests to deal with the issue raised.  
Potential actions. Group seeks support to work the issue through, including Landcare. Act in a timely manner, in order to minimize further risk, as well as to try and resolve the matter.