

Child Protection Code of Conduct

Last updated: 28 May 2022

DOCUMENT VERSION

Date	Comments
28 May 2022	Code of Conduct approved by the Board

SCHEDULE OF CHANGES

Date	Comments

FOREWORD

This Child Protection Code of Conduct (this Code of Conduct) is a working document and subject to amendment. Any suggestions about this Code of Conduct should be directed to the Friends of Femili PNG (FFPNG) CEO, or Finance and Administration Officer (FAO) so changes can be considered. Any amendments or changes to the Code of Conduct will be submitted to the Board for endorsement.

The FFPNG CEO and FAO are responsible for maintaining this Code of Conduct 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 at the top of this page;
- Updating the relevant provision in this Code of Conduct;
- Replacing the updated version of this Code of Conduct eg. shared drive, website (if applicable);
- Communicating the changes to all staff; and
- Archiving the old version of this Code of Conduct.

TABLE OF CONTENTS

DOCUMENT VERSION	2
FOREWORD	2
1.0 INTRODUCTION	4
2.0 CODE OF CONDUCT	4
3.0 CODE OF CONDUCT BREACHES	6
4.0 DECLARATION.....	6

1.0 INTRODUCTION

FFPNG is committed to the safety and protection of children as outlined in FFPNG's Child Protection Policy (the 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 FFPNG staff and representatives when interacting with children. 'FFPNG staff and representatives' refers to anyone who represents FFPNG including, but not limited to, staff, volunteers, contractors, visitors and Board members.

This applies to all FFPNG 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 FFPNG 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.

FFPNG has zero tolerance for child abuse.

All FFPNG 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 FFPNG.

2.0 CODE OF CONDUCT

As a staff member or representative of FFPNG, 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 FFPNG's values and Child Protection Policy;
3. I will treat all children with respect regardless of their race, colour, gender, language, religion, opinions, sexual orientation, nationality, ethnicity, social origin, 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, culturally inappropriate, or intended to humiliate;
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 FFPNG any child-related activity which is illegal or abusive, including if it is done by other FFPNG 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 working alone with a child or children by always having another adult present when working in the proximity of children;

9. I will not physically, verbally or otherwise punish any child who is a client of Femili PNG, or the dependent of a Femili PNG client;
10. 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;
11. I will immediately report any suspicion, allegation or witness of child abuse or other breaches of the Child Protection Policy or Code of Conduct by FFPNG staff or representatives, or by partner and stakeholder organisations, as per the reporting procedures outlined in the Policy;
12. 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;
13. I will keep confidential all information that I have regarding child protection cases, only discussing information with the FFPNG Child Protection Delegate, or as directed by the FFPNG Child Protection Delegate;
14. I will immediately inform FFPNG of all charges, investigations, convictions and other outcomes of an offence against me, which occurred before or occurs during my association with FFPNG. This includes me informing FFPNG of any in relation to child exploitation and abuse;
15. I will not seek to make contact or spend time with any child that I come into contact with in my role with FFPNG except for the contact that is required for performing my professional role;
16. I will not hold, kiss, cuddle, fondle or touch any children in an inappropriate way;
17. 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;
18. 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 or dependents, to exploit or harass children or access child exploitation or abuse material through any medium;
19. I will act professionally towards children I interact with in my capacity as a FFPNG representative, whilst at the same time showing genuine care and compassion;
20. 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;
21. I will refrain from engaging in open discussions of a mature or adult nature in the presence of children;
22. I will always actively minimise opportunities and situations where children can be harmed;
23. 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 FFPNG CEO to check whether the child may be left with the person;

- 24. 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;
- 25. 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;
- 26. I will uphold the integrity of FFPNG by ensuring that my professional and personal conduct is, and is seen to be, of the highest standard; and
- 27. If I do not understand any part of this Code of Conduct or the Policy, or my obligations under it, I undertake to discuss and clarify with the FFPNG CEO.

3.0 CODE OF CONDUCT BREACHES

If you breach the Child Protection Policy or this Code of Conduct you will face disciplinary action, including possible termination of employment or cessation of engagement with FFPNG. Depending upon the seriousness of your actions, you may also face legal action or prosecution. See FFPNG's HR Manual for further information on misconduct and disciplinary procedures.

4.0 DECLARATION

I have read the 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 FFPNG's CEO if anything in this document is unclear or if I have any questions relating to my child protection responsibilities.

Signature _____

Print Name _____

Position _____

Date _____