

URRBRAE HOUSE HISTORIC PRECINCT

Child Safe Environment -

Urrbrae House Code of Conduct – Working with Children and Young People

The Urrbrae House Historic Precinct's *Child Safe Environment-Urrbrae House Code of Conduct – Working with Children and Young People* document outlines our local area principles and practices which sit underneath the University of Adelaide's *Safe Environments for Children and Vulnerable People Policy*.

<http://www.adelaide.edu.au/policies/3883>

This local Code of Conduct applies to staff, volunteers, students and children at the Urrbrae House Historic Precinct (hereafter referred to as "Urrbrae House"). This document is reviewed annually by the Manager, Urrbrae House Historic Precinct.

CHILD SAFE ENVIRONMENT

1. Commitment to child safety

All children and young people who come to Urrbrae House at the University of Adelaide have a right to feel and be safe.

Urrbrae House is committed to maintaining a respectful and protective environment where children can participate safe from harm in learning, teaching and research experiences. We want children and young people who participate in our programs and activities to feel safe and to have fun while learning.

In addition to our Code of Conduct, Urrbrae House has a local area Risk Management Plan for its Schools' Program and other Education Programs for Children in place which outlines actions to be taken by staff and volunteers to minimise risks to the safety of children and young people while at Urrbrae House.

2. Children's rights to safety and participation

The University's principles of inclusivity, respect and fairness are applied to our programs. Urrbrae House staff and volunteers encourage children to express their views. We actively encourage all children who participate in our programs to 'have a say'. We value diversity and do not tolerate any discriminatory practices. We listen to and act on any concerns children, and/or their teachers/carers, raise with us.

3. Recruitment of staff and volunteers

The University of Adelaide and Urrbrae House applies the best practice standards in the recruitment and screening of staff and volunteers. All new staff and volunteers at Urrbrae House working with children will be interviewed and have referee checks before commencing work at Urrbrae House. All staff and volunteers who are involved in our programs and activities with children are required to have a current Working with Children Check (WWCC) clearance. For more information see <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc>

New volunteers at Urrbrae House undertake a three month probationary period. All staff new to the University are subject to a mandatory probationary period of up to six months.

Our commitment to child safety is included on our website, and made known to potential volunteers by the Urrbrae House Volunteer Co-ordinator.

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4. Support for staff and volunteers

At Urrbrae House we provide support and supervision of staff and volunteers so people feel valued, respected and fairly treated. Furthermore, the University of Adelaide is committed to ensuring that our community is supported to work, study and volunteer in a safe and inclusive environment. Integrity is one of the University's five values, and is central to building and maintaining the University's reputation. For additional information see <https://www.adelaide.edu.au/integrity-unit>

5. Reporting and responding to suspected abuse and neglect

We will not tolerate incidents of child abuse. Abuse and neglect includes:

- Physical abuse - when a person purposefully injures or threatens to injure a child or young person.
- Emotional abuse - an attack on a child or young person's self esteem e.g. through bullying, name calling, threatening, ridiculing, intimidating or isolating the child.
- Sexual abuse - any sexual act or sexual threat imposed on a child or young person.
- Neglect - where a child or young person is harmed by the failure to provide the basic physical or emotional necessities.

Staff and volunteers must notify the **Child Abuse Report Line** on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been or is being abused or neglected.

A person does not necessarily exhaust his or her duty of care to a child by making a report to the Child Abuse Report Line. For example, staff and volunteers should also report any form of suspected abuse to the Manager, Urrbrae House Historic Precinct¹, who will seek further support to keep the child and others safe. The Manager will ensure that a report is also made to the Faculty of Sciences, Engineering and Technology (SET) at the University of Adelaide. Where a child is visiting Urrbrae House as part of a school-based excursion, the Manager will also liaise with appropriate staff from the child's school.

We take responsibility for ensuring that staff and volunteers are aware how to make appropriate reports of abuse or neglect. Opportunities are provided for staff and volunteers to attend training sessions on Child Safe Environments.

¹ Where it is not possible or appropriate to report to the Manager, Urrbrae House Historic Precinct, a report should be made to the Acting Director- Faculty Operations, Faculty of Sciences, Engineering and Technology.

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URRBRAE HOUSE CODE OF CONDUCT – WORKING WITH CHILDREN AND YOUNG PEOPLE

This local area Code of Conduct is designed to provide guidance to our staff and volunteers responsible for activities involving children and young people under the age of 18 years. It compliments requirements and actions outlined in the University's *Safe Environments for Children and Vulnerable People Policy*. The Code serves to protect children and reduce any opportunities for abuse or harm to occur. Management, staff and volunteers all agree to abide by the Code of Conduct.

Management will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers.
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers.
3. Nominate the Manager, Urrbrae House Historic Precinct as the contact person to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters at Urrbrae House.

Staff will:

1. Be responsible for relevant administration of programs and activities of Urrbrae House.
2. Maintain a duty of care towards others and be accountable for matters relating to the aims and functions of Urrbrae House.
3. Establish and maintain a child safe environment in the course of their work.

Staff and volunteers will:

1. Be fair, considerate and honest with others.
2. Treat children and young people with respect, listen to and value their ideas and opinions, and protect their wellbeing.
3. Remember to act as positive role models in their conduct with children and young people.
4. Operate within the policies and guidelines of the University of Adelaide and Urrbrae House, its programs and activities.
5. Be professional in their actions through their use of language, presentation, manner and punctuality.
6. Maintain strict impartiality.
7. Comply with specific organisational guidelines on physical contact with children.
8. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a genuine need to know.
9. Maintain a child safe environment for children and young people.
10. Resolve conflicts fairly and promptly, and report on any breaches of these standards of behaviour to the Manager, Urrbrae House Historic Precinct.

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Management, staff and volunteers will not:

1. Engage in behaviour that is intended to shame, humiliate, oppress, belittle or degrade children or young people.
2. Discriminate on the basis of age, gender, race, culture, belief, vulnerability or sexuality. *
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them.
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves.
5. Be alone with a child or young person for more than a very short time. Where there is a legitimate reason for a staff member or volunteer being alone with a child or young person such as in the case of first aid being required, the Manager, Urrbrae House Historic Precinct will be informed. Where it is not possible or appropriate to report to the Manager, Urrbrae House Historic Precinct, a report should be made to the Acting Director - Faculty Operations, Faculty of Sciences, Engineering and Technology.
6. Develop a 'special' relationship with a specific child or young person for our own needs.
7. Show favouritism through the provision of gifts or inappropriate attention.
8. Arrange contact with children or young people outside of the organisation's programs and activities.
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians.
10. Work with children or young people while under the influence of alcohol or illegal drugs.

*Note: in Urrbrae House historical re-enactment education programs, children may be asked to follow some gendered roles and manners of the late nineteenth century – for example, ladies proceed first when entering a room or servants do not address ladies and gentlemen unless spoken to first. These actions are designed as an educational learning experience to show how social behaviours have changed through history.

I, _____ (print name),
have read the document "Child Safe Environment - Urrbrae House Code of Conduct - Working with Children and Young People" at the Urrbrae House Historic Precinct at the University of Adelaide. I understand my responsibilities and will work within the Code of Conduct. If I breach the Code of Conduct in any way, for any reason, I will inform the Manager, Urrbrae House Historic Precinct of my actions and the reasons for them.

Signature of volunteer/staff member: _____ Date: _____

Useful information and services

Call 000 in an emergency **Child Abuse Report Line: 13 14 78 SAPOL: 13 14 44**

The South Australian **Department for Child Protection** webpage contains detailed information about reporting child abuse and child protection initiatives. <https://www.childprotection.sa.gov.au/reporting-child-abuse>

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