

General Code of Conduct

All employees and volunteers of ASD Support & Education are responsible for promoting the safety and well-being of children and young people by:

- Always adhering to ASD Support & Education’s child safe policy and taking all reasonable steps to ensure the safety and protection of children and young people.
- Treating everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents).
- Remembering to be a positive role model to children and young people in all your conduct with them.
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people.
- Ensuring children know what adults they can speak to if they are feeling unsafe or mistreated within services provided by *ASD Support & Education*.
- Listening and responding appropriately to the views and concerns of children and young people.
- Being alert to children and young people who are, or may be at risk, and reporting this to the Child Abuse Report Line (13 14 78).
- Responding quickly, fairly, and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Encouraging children and young people to raise concerns on issues that are important to them.
- Providing feedback to both children and parents or guardians.
- Providing education to children so they are aware they have a right to feel and be safe.
- Treating all children and young people with dignity, equality, and respect.
- Being aware of responsive to the particular needs and vulnerabilities of children and young people (such as age, language barriers, developmental capabilities, disability, mental health, trauma or abuse).
- Ensuring clear age-appropriate or developmentally appropriate explanations are provided to children and young people about the consultation and allowing for questions prior to examination.
- Seeking the consent of the child, young person and their parents or guardians (where applicable), particularly where treatment requires physical contact.
- Ensure that children, young people, and their families know their rights and how to access the complaints procedures available to them
- Ensuring a physically and socially safe environment, for children and young people, that is free of any identifiable hazards.
- To allow children to have controlled choice in all sessions provided by *ASD Support & Education’s* services.
- *ASD Support & Education’s* employee’s and volunteers must notify parents of an accident/injury within 24 hours of the incident with written relevant documentation that supports the nature of the injury and the first aid applied (if any). Parents must sign and date the document as proof of notice within 24 hours of accident/injury.

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Latest review: January 2023

Children's participation

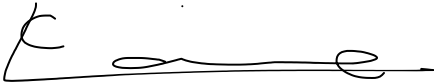
ASD Support & Education's employee's and volunteers must actively encourage the participation and involvement of children and young people, where this is appropriate. This includes adopting a child rights-based approach to service delivery and empowering children to raise any matters that are concerning them.

Employees and volunteers must not:

- 1.2 Engage in rough physical games.
- 1.3 Be alone with a child in toilet. If a child requires the toilet, employees and volunteers must take the child to a disabled toilet and wait outside until the child is done or requires assistance.
- 1.4 Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment.
- 1.5 Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes, unless the parents of the child have requested assistance.
- 1.6 Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability, or sexuality.
- 1.7 Take part in any unnecessary physical contact with a child or young person.
- 1.8 Take pictures of children without written consent from the legal guardian of the child.
- 1.9 Publish anything about the child on social media.
- 1.10 Under no circumstances can employees or volunteers of ASD Support & Education take children on public transport.
- 1.11 Give children any pain relief medication.
- 1.12 Provide first aid without signed consent from parents or consent from the child (if they're responsive).

I acknowledge and understand that by signing this agreement that I accept to abide by all codes of conduct. Failure to comply will result in investigation and could result in permanent dismissal from services. Fines and legal charges may be applicable upon end of investigation of misconduct.

Full name Courtney Lawrie

Signature  Date 01/01/2023