



Code of Conduct

INTRODUCTION

Corinella and District Community Centre is committed to the adoption of ethical conduct in all areas of its authority and responsibility.

This Code of Conduct sets out the standards of behaviour that are expected of the Committee of Management (the Committee), Staff, Centre Members, Service Providers, Volunteers, Students, Visitors and Contractors while attending the Corinella and District Community Centre.

COMMITMENT TO OUR COMMUNITY

The Committee and Manager will:

- Understand Corinella and District Community Centre 's vision, mission, values and objectives
- Be committed to the overall aims of Corinella and District Community Centre
- Be aware, and respond to, the needs of the local community
- Be part of a team that provides opportunities for life-long learning in a welcoming and safe environment
- Provide activities, programs and services that are in line with Corinella and District Community Centre's values, objectives and policies
- Ensure that everyone who engages with Corinella and District Community Centre is aware of their rights and responsibilities and how to make a complaint.

PERSONAL INTEGRITY

The Committee, Staff, Centre Members, Service Providers, Volunteers, Visitors and Contractors will:

- Act with honesty and accountability, in a courteous and responsible manner at all times
- Treat everyone with respect, and respect all cultural, religious and political differences in a sensitive way
- Not instigate, or allow to continue any aggression, discrimination, bullying, family violence or child abuse of any person or group associated with or visiting the Centre.
- Recognise Aboriginal and Torres Strait Islander peoples in strategic planning and policy development
- Foster an environment that is welcoming and safe for everyone
- Carry out tasks to the best of their ability
- Maintain a duty of care towards others involved in activities, programs and services at Corinella and District Community Centre
- Maintain the privacy of others and the confidentiality of matters
- Use equipment and technology at Corinella and District Community Centre in an appropriate way and for an appropriate purpose
- Before taking photographs of any individual under 18 years of age; obtain permission from relevant adults, and explain how the photograph will be used
- Comply with the relevant laws, regulations and guidelines as well as Corinella and District Community Centre's Rules, policies and procedures and operational Codes.

TEAMWORK

The Committee, staff, service providers and volunteers will:

- Maintain a shared purpose and uphold Corinella and District Community Centre 's values, objectives and policies
- Appreciate the individual differences in others
- Give and receive constructive feedback
- Resolve issues in a collaborative way



CHILD SAFETY

Everyone has a responsibility to keep children safe and all people involved in the care of children on behalf of Corinella and District Community Centre will:

- Work towards the achievement of the aims and purposes of Corinella and District Community Centre
- Develop activities, programs and services that are inclusive and appropriate to the child's age, ability, cultural background and physical and intellectual development, and also provide opportunities for the child to interact with other children and have positive relationships with staff and volunteers
- Promote the cultural safety, participation and empowerment of all children, including children from culturally and/or linguistically diverse backgrounds, and children with a disability in activities, programs and services
- Report allegations of suspected child abuse or concerns about a child's safety to either the Manager, Victoria Police and/or the DHHS Child Protection
- Establish and maintain a child safe environment in the course of their work
- Be fair, considerate and honest with others
- Treat children and young people with respect and value their ideas and opinions
- Act as positive role models in their conduct with children and young people
- Be professional in their actions
- Maintain strict impartiality
- Comply with the specific organisational guidelines on physical contact with children
- Promote respectful relationships with parents or guardians by providing open communication
- Respect the privacy of children, their families and/or carers, and only disclose information to people who have a need to know
- Operate within the policies and procedures of Corinella and District Community Centre, particularly the Child Safe Policy
- Contact the police if a child is at immediate risk of abuse on 000

No person attending the Centre or at any remote activity of the Centre shall:

- Shame, humiliate, oppress, belittle or degrade children or young people
- Unlawfully discriminate against any child
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- 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
- Be alone with a child or young person unnecessarily or for more than a very short amount of time
- Develop a 'special' relationship with a specific child or young person for their own needs
- Show favouritism through providing gifts or giving inappropriate attention
- Arrange contact (including online) with children or young people outside of Corinella and District Community Centre's activities, programs or services
- Photograph or video a child or young person without the written consent of the child and his or her parent or guardian
- Work with children or young people while under the influence of illegal drugs or alcohol
- Engage in open discussions of a mature or adult nature in the presence of children
- Use inappropriate language in the presence of children

RESPECTFUL BEHAVIOUR

All persons attending the Centre or a remote activity of the Centre will:

- Act in a courteous and responsible manner
- Treat everyone with respect, and respect all cultural, religious and political differences in a sensitive way
- Have zero tolerance of discrimination, bullying, family violence and child abuse



- In relation to children, model appropriate adult behaviour and appropriately listen and respond to children, not initiate unnecessary physical contact with a child who is not in their care unless it is to prevent a child from harm, and notify the Manager of any suspected child abuse or concerns about a child's safety
- Comply with Corinella and District Community Centre 's policies and procedures
- Notify Corinella and District Community Centre if not attending an activity, program or service
- Participate in an activity, program or service as directed by the tutor or instructor
- Appropriately use technology
- No damage or cause to be damaged any part of the Centre facility, its furniture and equipment, or any object in the facility or its grounds.

BREACH

Minor breach

If you breach this Code you may face expulsion or disciplinary action in accordance with the Rules of the Centre, including the termination of employment, volunteering, or the contracting of goods and services with Corinella and District Community Centre.

Serious breach

Serious breaches generally amount to circumstances where police are notified or where the safety and wellbeing of others has been put at risk, for example:

- Verbal aggression, physical or sexual assault (including harassment and intimidation)
- Being under the influence of illegal drugs or alcohol
- Engaging in any other behaviour that could offend, threaten or embarrass others
- Damaging, modifying, misusing or stealing property

Less serious breach

Less serious breaches may include behaviour that is disruptive or low risk.

- **The Committee** should refer to Division 2 (Disciplinary Action) and Division 3 (Grievance Procedure) of the *Association Rules for Corinella and District Community Centre Incorporated*
- **Service providers and staff** employed under the *Neighbourhood Houses and Adult Community Centres Collective Agreement* should refer to the Dispute Settlement and Disciplinary Procedures clauses
- **Service providers and staff not covered by the above agreement, volunteers, students, visitors and contractors** should refer to Corinella and District Community Centre 's Complaints Handling Policy