



Child Safety Code of Conduct

1. Management, staff, volunteers and contractors at the Southern Highlands Botanic Gardens are required to abide by this Code of Conduct.
2. The CEO will provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.
3. The CEO will nominate, in her absence, a person to be the responsible Child Protection Officer to undertake the above functions.
4. All people involved with children in the Gardens or in relation to events or functions held or managed by SHBG will be responsible for maintaining a child-safe environment in the course of their work. They will:
 - a. Be responsible for relevant conduct and administration of activities in their areas;
 - b. Maintain a duty of care towards others involved in these activities;
 - c. Treat children and young people with courtesy and respect and value their ideas and opinions;
 - d. Act as a positive role model in their conduct with children and young people;
 - e. Be professional in their actions and maintain strict impartiality;
 - f. Comply with all policies relating to contact with children;
 - g. Respect the privacy of children, their teachers and carers;
 - h. Contact the police if a child is at immediate risk of abuse, phone 000.
5. Directors, staff, volunteers, contractors and any other person working with SHBG in a paid or unpaid capacity, shall NOT:
 - a. engage in any activity with a child or young person that is likely to cause them harm;
 - b. initiate unnecessary physical contact with a child;
 - c. be alone with a child unnecessarily and for more than a very short time;
 - d. arrange contact either in person or online with children outside of SHBG's activities;
 - e. photograph or video or record a child without the consent of a parent or carer;
 - f. work with children while under the influence of alcohol or illegal drugs;
 - g. use inappropriate language or gestures in the presence of children; or
 - h. do anything that contravenes SHBG's policies, procedures or this Code of Conduct or that will in any way bring the organisation into disrepute or otherwise behave inappropriately towards or in the presence of a child or children while in the Gardens or involved in functions and events organised or managed by SHBG.

BREACHES OF THIS CODE OF CONDUCT

Any person who breaches this Code of Conduct will face disciplinary action, including termination of employment or cessation of engagement with SHBG.