

### Introduction

The Victorian Government introduced the Child Safe Standards (the standards), which are compulsory minimum standards for organisations that provide services for children and young people or are used by children and young people, to help protect them from harm. The Standards require organisations to have a code of Conduct that establishes clear expectations for appropriate behaviour with children and young people.

Horner Recruitment's (Horner) Code of Conduct Child Safety outlines the child safe principles and minimum expectations for appropriate behaviour that all employees, contractors or volunteers engaged by Horner must observe, when in the company of children or young people as part of their duties.

### Statement of Commitment to Child Safety

All children have a right to feel and be safe. Horner is committed to child safety and the wellbeing of children and young people. We aim to foster and maintain a child safe, culturally safe and child friendly organisation and community for all children and young people we have contact with, deliver services to, or are impacted by our work, where children feel safe, valued and protected. All Horner employees, contractors and volunteers are responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

We have zero tolerance for child abuse, harm, racism and inequality. All allegations and safety concerns will be treated very seriously and consistently in a timely manner.

Child protection is a shared responsibility between Horner, all employees, contractors, associates and host employers.

Everyone working at Horner (employees, contractors and volunteers) is responsible for upholding these commitments and those in Horner's expanded **Statement of Commitment to Child Safety**.

### Statement of Code of Conduct

All Horner employees, contractors and volunteers are responsible for promoting and maintaining the safety, wellbeing and empowerment of children and young people we come into contact within as part of our duties. This Code of Conduct aims to protect children and young people and reduce opportunities for abuse or harm to occur.

#### Code of Conduct Agreement

All Horner employees, volunteers and contractors involved in the care of children and young people are responsible for promoting the safety and wellbeing of children and young people by agreeing to and adhering to the below principles and standards of behaviour:

I WILL:	I WILL NOT:
<ul style="list-style-type: none"><li>Adhere to all relevant Australian and Victorian legislation, Horner's Child Safe and Wellbeing Policy and other organisational policies;</li><li>Comply with any Horner guidelines on physical contact with children;</li><li>Raise concerns with management if risks to child safety are identified in any of the activities, facilities, structures, procedures or staffing practices at Horner or host employer sites;</li><li>Take all reasonable steps to protect children from abuse;</li><li>Report and act on any behavioural complaints, concerns or observed breaches regarding this Code of Conduct;</li></ul>	<ul style="list-style-type: none"><li>Condone or participate in behaviour with children that is illegal, unsafe or abusive;</li><li>Seek to use children in any way to meet the needs of adults;</li><li>Ignore or disregard any concerns, suspicions or disclosures of child abuse;</li><li>Exaggerate or trivialise allegations or issues relating to child abuse or the safety and wellbeing of children and young people;</li><li>Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate, hurtful, discriminatory behaviour or language with or in the presence of children and young people;</li></ul>

Doc No. HRPOL 17	Authorised By: Chief Executive Officer	
Re Issue Date: June 2023	Next Review Date: June 2025	Version Number: 8
This document is uncontrolled when printed		Page   1

<ul style="list-style-type: none"> <li>• Report any concern, allegation, disclosure or observation of child abuse to the relevant person or authority as outlined in Horner’s incident reporting procedure requirements;</li> <li>• Respect the privacy of children and their families by keeping all information regarding Child Protection concerns confidential, only disclosing information to relevant people;</li> <li>• Treat all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status;</li> <li>• Listen to and value children and young people’s ideas and opinions;</li> <li>• Work with children in an open and transparent way – other adults should always know about the work being done with children;</li> <li>• Establish and maintain a child-safe environment in the course of their work;</li> <li>• Be fair, considerate and honest with others;</li> <li>• Act as positive role models in their conduct with children and young people;</li> <li>• Be professional in their actions;</li> <li>• Maintain strict impartiality;</li> <li>• Maintain a child-safe environment for children and young people in the course of your work;</li> <li>• Operate within the policies and guidelines of Horner; and</li> <li>• Observe professional boundaries with children and young people at all times;</li> <li>• Listen and respond to the views and concerns of children and young people, including where it relates to concerns that they feel unsafe;</li> <li>• Take all reasonable steps to protect children and young people from abuse;</li> <li>• Identify and mitigate risks to the safety and wellbeing of children and young people;</li> <li>• Contact the police if a child is at immediate risk of abuse, telephone 000.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person;</li> <li>• Discriminate on the basis of age, sex, gender identity, race, culture or sexual orientation, ethnicity, culture, vulnerability or disability;</li> <li>• Initiate unnecessary physical contact with children or young people which may be construed as inappropriate or do things of a personal nature that they can do for themselves;</li> <li>• Develop ‘special’ relationships with specific children or young people or show favouritism through the provision of gifts or inappropriate attention;</li> <li>• Engage in any activity with a child or young person that is likely to physically or emotionally harm them;</li> <li>• Be alone with a child or young person unnecessarily and for more than a very short time;</li> <li>• Arrange contact, including online contact, with children or young people outside of the organisation’s programs and activities;</li> <li>• Photograph or video a child or young person without the consent of the child and his/her parents or guardians;</li> <li>• Exchange personal contact details with a child or young person such as a phone number, social networking sites or email address, unless necessary;</li> <li>• Work with children or young people while under the influence of alcohol or illegal drugs;</li> <li>• Engage in open discussions of a mature or adult nature in the presence of children;</li> <li>• Use inappropriate language in the presence of children;</li> <li>• Have unauthorised contact with a child or young person or their family outside of Horner including online, on social media or by phone;</li> <li>• Display violent or inappropriate behaviour towards a child or young person</li> <li>• Put children or young people at risk of abuse (by allowing unnecessary one adult/one child encounters to occur) or</li> <li>• Do anything in contravention of the organisation’s policies, procedures or this Code of Conduct.</li> </ul>
--	--

### What Happens if you Breach this Code of Conduct

Employees, volunteers or contractors who breach this Code of Conduct will be subject to disciplinary action in accordance with the relevant industrial instrument and or relevant terms of engagement including and up to termination of employment or cessation of engagement with the organisation.

Doc No. HRPOL 17	Authorised By: Chief Executive Officer	
Re Issue Date: June 2023	Next Review Date: June 2025	Version Number: 8
This document is uncontrolled when printed		Page   2

### Breach of this Code of Conduct

All Horner employees, contractors and volunteers are obliged to report any breaches of this code of conduct to the CEO or appropriate person. In instances where a reportable allegation has been made, the matter will be managed in accordance with Horner's procedures and may be subject to referral to Victoria Police.

If a Horner employee, contractor or volunteer thinks this Code of Conduct has been breached by another Horner employee, contractor or volunteer, they will:

- Act promptly to ensure the safety of the child or young person
- Promptly follow Horner reporting procedures
- Act in the best interest of the child or young person.

### Contact

Please contact the Chief Executive Officer (CEO) in relation to the matters arising under this policy.

CEO

Kylie Heffernan

**Phone:** 03 9604 2800 or 0409 336 418

**Email:** [childsafety@horner.com.au](mailto:childsafety@horner.com.au)

**I have read this Code of Conduct and agree to abide by it at all times:**

**Full Name:**

**Signature:**

**Date:**

<b>Doc No.</b> HRPOL 17	<b>Authorised By:</b> Chief Executive Officer	
<b>Re Issue Date:</b> June 2023	<b>Next Review Date:</b> June 2025	<b>Version Number:</b> 8
<b>This document is uncontrolled when printed</b>		<b>Page   3</b>