Launceston Youth & Community Orchestra Inc.

Code of Conduct

Launceston Youth & Community Orchestra Inc (LYCO) condemns all forms of child abuse, neglect, and unlawful discrimination, and is committed to creating and maintaining an environment which promotes safety and inclusiveness.

This Code of Conduct sets out the standard of behaviour expected from all people associated with or representing LYCO. It provides guidance on the standard of behaviour expected of LYCO's employees and volunteers, and seeks in accordance with legislation to prevent abuse and to deal with allegations of abuse.

Object

The primary object of this Code is to protect children and others from abuse, neglect, and unlawful discrimination and other inappropriate behaviour.

LYCO is an organisation that has received, and may in the future receive funding from the Crown for the provision of education wholly or partly for children. As such, all employees and volunteers engaged by LYCO may be bound by the mandatory reporting requirements under the *Children, Young Persons and Their Families Act 1997* (Tas) (Act) with respect to children under the age of 18.

The *Children, Young Persons and Their Families Act 1997* (Tas) (Act) defines abuse or neglect as meaning:

- sexual abuse; or
- physical or emotional injury or other abuse, or neglect, to the extent that:

  (i) the injured, abused or neglected person has suffered, or is likely to suffer, physical or psychological harm detrimental to the person's wellbeing; or

  (ii) the injured, abused or neglected person's physical or psychological development is in jeopardy

Mandatory reporting of abuse or neglect

All employees and volunteers engaged by LYCO may have a special mandatory duty under the Act to inform Child Protection Services or a Gateway Service if on reasonable grounds they believe or suspect, or know that a child has been or is being abused or neglected. Mandatory reporters may face penalties if they fail to inform Child Protection Services or a Gateway Service of their knowledge, belief or suspicions.

All employees and volunteers engaged by LYCO must inform themselves about the existing State Government reporting guidelines, currently available online at::

https://www.communities.tas.gov.au/children/child_protection_services/what_can_i_expect_when

All members of staff and volunteers are also expected to report any allegations to the LYCO Committee.

Code of Conduct

Employee and Volunteer warranties

By engaging with LYCO as an employee or volunteer, all such persons acknowledge that they have read and understood the LYCO Child Safe Policy and this Code of Conduct, and agree that in the course of their engagement with LYCO they must:

1 hold a valid working with vulnerable people card under the *Registration to Work with Vulnerable People Act 2013* (Tas);

2 follow and report any concerns of child abuse or neglect in accordance with the Act, and the LYCO Child Safe Policy and this Code of Conduct;

3 otherwise keep confidential all information that they are a party to regarding allegations of child abuse or neglect;

4 be transparent in their actions and whereabouts, and wherever possible, ensure that another adult is present when working in the proximity of children;

5 take responsibility for ensuring they do not place themselves in positions where there is a risk of allegations being made;

6 ensure any contact with children and vulnerable adults is appropriate and within the parameters of LYCO programs;

7 conduct themselves in a manner that is consistent with the values of LYCO;

8 treat all people (including children) with respect, regardless of race, ethnicity, gender, language, religion, political/other opinion, national/ethnic/social origin, property, disability, birth/other status;

9 be mindful of their behaviour, actions, language and relationships with children;

10 provide a welcoming, inclusive and safe environment for everyone, all participants in its programs and activities, and all staff and all volunteers;

11 encourage open communication between all children, parents, staff and volunteers, and allow children to participate in the decisions that affect them;

12 recognise the vulnerability of children when sensitive issues are being discussed;

13 encourage children and adults to feel comfortable enough to point out attitudes or behaviours they do not like;

14 always ensure language is appropriate and not offensive or discriminatory;

15 respect cultural differences;

16 avoid favouritism;

17 challenge unacceptable behaviour;

18 ensure programs are accessible for people with a disability where ever possible and to make practicable changes where needed to assist any specific needs that may arise;

19 not allow allegations or knowledge of abuse or neglect to go unreported;

20 not hit or physically assault children;

21 not develop inappropriate relationships with children or vulnerable adults including conducting a sexual relationship with a child or engage in any form of sexual contact with a child or young person;

22 not make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children;

23 not make promises to children to keep information confidential;

24 not do things of a personal nature that a child can do for him/herself;

25 not contact children by any means for any purpose other than required by LYCO;

26 not give children their contact details or encourage children to contact them for any purpose other than required by LYCO;

27 not engage in behaviour that is intended to shame, humiliate, belittle or degrade others;

28 not use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with others;

29 not condone or participate in behaviour of children that is illegal, unsafe, abusive, or inappropriate;

30 not act in a way that shows unfair and differential treatment of children, young people or vulnerable adults;

31 not use any electronic device to abuse or harass any person;

32 not act in a way that can be perceived as threatening or intrusive;

33 not rush to unreasonable conclusions about others;

34 not trivialise child abuse or neglect issues.