

CHILD PROTECTION CODE OF CONDUCT

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| ORGANISATION: | Kokoda Track Foundation |
| ACN: | 103 660 948 |
| TITLE: | Child Protection Code of Conduct |
| VERSION: | 12.0 |
| STATUS: | Final |
| ALLIED POLICIES / PROCEDURES: | Code of Conduct Child Protection Policy Working with Communities Policy Communications and Media Policy Life Stories & Photography Guidelines Partnerships Policy Volunteer Policy Volunteer Recruitment and Management Procedure |
| OWNER: | Senior Management |
| APPROVED BY: | CEO |
| LAST UPDATE: | 31.01.2025 |
| NEXT REVIEW DATE: | 31.01.2026 |



INTRODUCTION

KTF's Child Protection Code of Conduct outlines KTF's guidelines to implement their Child Protection Policy in committing to protect all children supported by KTF from harm, abuse and exploitation by its directors, employees, volunteers, interns, partners and donors.

CHILD PROTECTION CODE OF CONDUCT

The following Child Protection Code of Conduct shall be observed and practiced by KTF's directors, employees, volunteers, donors, partners and any other representatives.

I will:

- Comply with KTF's Child Protection Policy and Procedures;
- Act to prioritise the best interest of children;
- Promote proper respect and dignity for all children, treating them equally and without discrimination based on their gender, disability, nationality, religious or political beliefs, age, sexual orientation, ability, family and social background and culture, economic status, physical or mental health or criminal background.
- Provide a welcoming, inclusive and safe environment for all children and young people;
- Promote the human rights, safety and wellbeing of all children in KTF;
- Be a positive role model for children;
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe;
- Whenever possible, ensure that another adult is present when working near children;
- Be engaged in children's activities in open or visible places;
- Take responsibility for ensuring that I am accountable and do not place myself in positions where there is a risk of allegations being made;
- Self-assess my behaviours, actions, language and relationships with children;
- Adhere to KTF's Photography and Life Stories Guidelines, including consent procedures, when photographing and videoing children;
- Comply with all relevant Australian and overseas child protection legislation, including labour laws in relation to child labour;
- Immediately report any concerns of child abuse or breach of KTF's Child Protection Policy or this Code of Conduct according to the guidelines outlined in the Child Protection Policy;
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before, or during my association with KTF; and
- Consult with KTF's Child Protection Officer or other relevant staff if I have any questions regarding child protection and how it relates to my work/relationship with KTF.

- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

I will not:

- Ignore or disregard any suspected or disclosed child harm or abuse, particularly if a child communicated they do not feel safe;
- Act in ways that will shame, humiliate, or perpetrate any form of harm towards a child including verbal, emotional, sexual, or physical abuse on a child;
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent;
- Use language or display behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, discriminatory, demeaning or culturally inappropriate;
- Hit or physically strike or abuse children;
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes;
- Invite unaccompanied children into my home, guesthouse, hotel or other private location, unless they are at immediate risk of injury or in physical danger;
- Sleep in the same room or bed as a child (unless you're the parent/caregiver of the child, and where considered appropriate);
- Develop physical or sexual relationships with a child, or involve children in sexual relationships or any form of sexual activity, including paying for sexual services;
- Develop relationships with children that may be deemed exploitative or abusive;
- Give a child drugs, alcohol or buai;
- Work with children while under the influence of alcohol, prohibited drugs or buai;
- Show favouritism through the provision of gifts or inappropriate attention;
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive;
- Act in a way that shows unfair and differential treatment of children;
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way;
- Seek to make contact and spend time with any child or young person outside KTF allocated project times;
- Use any computers, mobile phones, video and digital cameras, or social media; inappropriately, nor use them for the purpose of exploiting or harassing children;
- Hire children for domestic or other labour.

I recognise that I may face substantial adverse consequences for breach of this Code of Conduct;

I am aware that allegations of abuse will be reviewed and, as determined necessary by KTF, investigated;

I recognise that, if I violate this Code of Conduct, I may be subject to applicable local laws and to organisational disciplinary measures.

I understand that a breach of this Policy may provide grounds for my appointment or association with the organisation to be terminated. I also understand that a breach of the Policy could result in criminal prosecution.

I authorise Kokoda Track Foundation to undertake any necessary inquiries, including criminal record checks and reference checks, as a part of my appointment by or association with the organisation.

I have read, understood and agree to comply with Kokoda Track Foundation's:

- Child Protection Policy
- Child Protection Code of Conduct
- Organisational Code of Conduct

I confirm my willingness to participate in KTF's briefing sessions on child protection.

I have had the opportunity to ask questions.

Name:

Signature:

Date: