

LEGAL POLICY

Code of Conduct — Employees

1.0

The standards of behaviour we expect of everyone who works with or around children, and what is never acceptable.

DATE

4 December 2023

ABN

74 101 234 664

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Real World Technology Solutions provides an open, safe and friendly environment for all children. This Code of Conduct outlines appropriate standards of behaviour by adults toward children. It aims to protect children and reduce any possibility that abuse or harm could occur, and provides guidance to employees on how best to support children and prevent or better manage difficult situations.

1. Scope

All employees are required to comply with this Code of Conduct. This includes any adult (18 years or older) engaged by Real World Technology Solutions that may work directly with or around children (employees, volunteers, contractors and sub-contractors, tutors, work experience students/interns/secondments, any other individual that may deal with children, and board members). A child includes children and young people up to the age of 18 (unless otherwise specified).

2. Your responsibilities

Employees are responsible for promoting the safety and wellbeing of children by adhering to our child safe policies and procedures; taking all reasonable steps to protect children from the risk of abuse and neglect (physical abuse, emotional abuse, sexual abuse, neglect, exposure to family violence, and grooming); treating all children with dignity, equality and respect; listening to and valuing children's ideas and opinions; acting as a positive role model; developing positive relationships with children and parents/carers based on mutual trust and open communication; being professional in language, presentation and manner; respecting the privacy of children and parents/carers and only disclosing information to people who need to know; being aware of the risks in communication and behaviour between employees and children and between children (including online and mobile); helping children understand they are valued; directing and accompanying any unsupervised child to their supervisor or relevant management immediately; and reporting any breaches of these standards to the Child Safety Officer or relevant management promptly.

Employees **MUST NOT**: discriminate against any child because of age, gender (including transgender status), cultural background, religion, vulnerability, disability or sexuality; shame, humiliate, oppress, belittle or degrade children; engage in any activity likely to physically or emotionally harm a child; take photos or videos of children without explicit permission from the client and/or child; share personal information or images of children on social media without informed consent from the child (if 15 years of age or older), parent/carer and relevant management; work with children while under the influence of alcohol or illicit drugs; ignore or disregard any concerns, suspicions or disclosures of child abuse; show overly familiar physical affection towards children or any unnecessary physical contact; marginalise, exclude or show favouritism towards specific children; subject children to physical punishment, social isolation, immobilisation or any conduct likely to humiliate or frighten them; enter children's dressing rooms (unless a designated supervisor or approved); allow children into crew or adult areas unaccompanied; close doors in rooms where children are present (unless children need privacy to dress); allow children to (un)dress with others around; do things of a personal nature for children that they can do themselves; gossip in the presence of children; distress a child for the purpose of eliciting a dramatic reaction; develop 'special' relationships with children outside of the professional relationship; have unauthorised contact with children online or by phone; or discuss adult/mature themes in front of children.

All complaints or reports of conduct not in keeping with this Code will be pursued in accordance with our Child Safe Reporting Procedure, including means to take disciplinary action if necessary.

3. Additional guidance on professional conduct

This Code of Conduct applies to physical, virtual and online environments. In circumstances where the risk of unsafe conduct is increased or children may be particularly vulnerable, employees are required to act with an increased sense of professionalism and model the Code's professional boundaries and expectations.

Bathrooms/dressing room procedures. Employees should not use the bathroom at the same time as children; children not using the bathroom should wait outside with staff; ensure adequate privacy if children are getting changed in a communal space; minimise children of very different ages using the bathroom at the same time; seek assistance from the child's parent/carer first if assisting in a toilet stall, and otherwise keep the door open; require children to ask permission to use the bathroom; and, when using a public bathroom, check the facility first and remain within the general bathroom area while the child is in the cubicle. Staff should understand the risks that bathroom times may create.

Engaging with children one-on-one. Working with a child one-on-one should only occur where there is a wellbeing or health reason to do so. Where it occurs, employees should operate within line of sight of other adults and young people (for example, keeping the door open or operating in a room with clear windows), and seek guidance from their line manager regarding the appropriateness and necessity. Employees should also seek guidance from a Child Safety Officer when considering removing a child from their ordinary course of work/activities.

Contact outside of the organisation. Employees (including third-party contractors) must not arrange social activities or engage with children outside of the organisation (including via social media), and must not engage in relationships with former children and young people who are now adults and were affiliated with Real World Technology Solutions until at least 12 months after either party leaves the organisation. Where children contact employees via social media or other means, employees should not respond and should report the information to our Child Safety Officer.

4. Breaches of the Code

All employees are required to report any breaches of this Code to our Child Safety Officer. Where an allegation of child abuse has been made, the matter will be managed in accordance with our Child Safe Policy and Child Safe Reporting Procedure. Employees who breach this Code may be subject to disciplinary action up to and including termination of employment, and serious instances of child abuse will be reported to child protection authorities and/or the police.

5. Review

This Code of Conduct was approved on 4 December 2023 and last reviewed on 4 December 2024.

Employees who work directly with children are asked to sign a written acknowledgement that they have read this Code of Conduct and agree to abide by it at all times. We retain a copy of all signed acknowledgements.