

LEGAL POLICY

Code of Conduct — Supervision of

1.0

The standards of behaviour we expect of designated supervisors and chaperones who directly care for children.

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 expected standards of behaviour regarding the supervision of children by designated supervisors (including chaperones) and any other relevant staff directly caring for children employed or engaged by Real World Technology Solutions. A child includes children and young people up to the age of 18 (unless otherwise specified).

Supervisors and/or chaperones are required to comply with this Code of Conduct in addition to the Code of Conduct applicable to all employees:

- Supervision must comply with all relevant state regulations on the provision of adequate employment and workplace conditions for children.
- Supervisors should always be with children (under 15 years) whilst they are in the care of our organisation. Children should not be left without direct supervision by a designated supervisor at any time.
- No employees, other than designated supervisors, should be alone with children (under 15 years) at any time. If any children are found unsupervised, employees should direct and accompany them to their supervisor or relevant management immediately.
- A supervisor's only responsibility should be the safety and wellbeing of the children they have been assigned to supervise.
- Supervisors must ensure children receive breaks appropriate for their age bracket.
- Supervisors are expected to build a mutually respectful, professional relationship with all children in their care.
- Supervisors should periodically check the emotions and wellbeing of children in their care. If a child becomes distressed, withdrawn or overwhelmed, the child should be given the opportunity to have a break or compose themselves in private. Any concerns regarding the welfare of children are to be conveyed to management without delay.
- Supervisors should appropriately guide children towards positive and responsible behaviour, make rules clear, monitor adherence, and reinforce limit setting.
- Supervisors should report inappropriate behaviour by any child to relevant management if the child does not respond to appropriate requests to improve behaviour. Parents/carers should be involved if behaviour continues.

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