

Purpose

We maximise the human experience. This includes providing a safe, fair and inclusive environment for everyone involved in our organisation and in our programs.

Blueprint Youth Mentoring programs seek to provide children and young people with a positive and enriching environment that promotes participation and personal development.

We are committed to safeguarding everyone involved in our organisation and in our programs including children and young people in our care and ensuring that they feel and are safe. Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from **abuse**. To that end we have developed these Codes of Behaviour to identify and prevent behaviour that may be harmful to the children and young people in our programs.

Part of this commitment to children and young people in our programs means that we are inclusive of those from a range of different backgrounds. This includes but is not limited to Aboriginal and Torres Strait Islander children and young people, children and young people with a disability and young people from culturally and linguistically diverse backgrounds.

Developed to protect children and young people engaged in Youth Mentoring and Young Hero's Adventure Quest, these guidelines have been formally approved and endorsed by Blueprint Life Coaching.

We consider a failure to observe these guidelines as misconduct and will take appropriate disciplinary action. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation. However, it is crucial that, where possible, you seek management authorisation prior to taking action that contravenes these guidelines or that you advise management as soon possible after any incident in which these guidelines are breached.

Who is bound by this policy?

All persons involved in our business from owners, directors and coordinators to casual staff and volunteers are required to observe these Codes of Behaviour.

Responsibilities

Position	Responsibility
Director	<ul style="list-style-type: none"> • Implement policy and procedures across the organisation • Ensure personnel have access to and understand this policy and related procedures • Ensure all managers and program coordinators have access to support and advice to understand and implement procedures • Review and update this document and supporting resources in consultation with relevant stakeholders • Provide training and advice in the application of procedures
Managers & Program Coordinators	<ul style="list-style-type: none"> • Ensure procedure is followed and implemented
Employees / Volunteers	<ul style="list-style-type: none"> • Compliance with procedure.

Key Requirements

We require certain standards of behaviour **all persons involved** in our organisation and in our programs.

Our codes of behaviour are underpinned by the following core values:

- To act within the guidelines and spirit of our programs.
- To display respect and courtesy towards everyone involved in our programs and actively contribute toward our positive culture.
- To prioritise the safety and well-being of young people involved in our programs.
- To report any behaviour which breach of this code is to help prevent the **abuse** of children and young people in our program.
- To encourage and support opportunities for participation in all aspects of our program.

Supervision

All persons are responsible for supervising the children and young people engaged in our programs to ensure those participants:

- engage positively with our programs, encourage and support students to overcome mindset barriers and fears to participate in challenging activities.
- behave appropriately toward one another, for example providing guidance on how people should speak kindly to one another as required.
- are in a safe environment and are protected from external threats, for example, ensuring participants cross roads safely.

All persons are required to avoid one-to-one unsupervised situations with children and young people to whom we provide services and have the right to refuse a supervision directive when this may place the worker in a compromising situation. Where possible, all persons are to conduct activities and/or discussions in group settings in view of other staff.

Transporting children

Children and young people are to be transported only in circumstances that are directly related to the delivery of our program.

Children are to be transported only with prior authorisation from the Director of Blueprint life Coaching and with written consent from the child's parent/guardian.

Examples of prior written approval could include electronic messaging formats such as email or SMS.

Participants in Adventure Quest understand that parents give permission for their child to travel in a bus and/or private vehicle to/from/during Adventure Quest activities with a fully licenced driver.

Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat;
- the reason for the journey;
- details of anyone who will be present during the journey other than Blueprint Life Coaching staff

Photographs of children and young people

Note that the general rule is that where a programs or program activities are taking place on public place it is legal for anyone (including parents) to take pictures of sporting activities without permission. There are some exceptions to this rule depending on the state or territory law where the photo is deemed indecent or offensive and it may constitute an offence. For private property the general rule is permission is required and restrictions on photography can be imposed (for sporting grounds for example). Please refer to the appropriate state, territory and national legislation for specifics and incorporate as necessary into your sport's policy.

We only permit organisational photography under the following guidelines:

- children and young people to whom we deliver service are to be photographed while involved in our program only if:
 - our Adventure Quest Coordinator or Youth Mentoring Manager has granted prior and specific approval;
 - the context is directly related to participation in our program;
 - the child is appropriately dressed and posed;
 - the image is taken in the presence of other personnel.
- Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without management knowledge and approval.
- Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:
 - if in hard-copy form, in a locked drawer or cabinet;
 - if in electronic form, in a 'password protected' folder.
- Images (digital or hard copy) are to be destroyed or deleted when they are no longer required.
- Images are not to be exhibited on our website or in publications (annual report) without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.
- Parents of participants in the Adventure Quest program agree to allow their child's photo and video to be used in BU Coaching Programs and Blueprint Life Coaching promotional media and websites which includes social media.

Physical contact with children and young people

Any physical contact with children and young people must be appropriate to the delivery of our program such as fitting a child with a harness or helping them cross an obstacle, and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

Under no circumstances should any of our personnel have contact with children or young people participating in our sport that:

- involves touching:
 - of genitals;
 - of buttocks;
 - of the breast area;
 - that is other than as part of delivering medical or allied health services
- would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the child or young person – for example corporal punishment;
- is overly physical (for example, wrestling, horseplay, tickling or other roughhousing);
- is unnecessary (for example, assisting with toileting when a child does not require assistance);
- is initiated against the wishes of the child or young person, such as holding a child against their will, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - physical restraint should be a last resort;
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others; and
 - the incident must be reported to management as soon as possible.

All persons are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, our personnel and any other participants.

All persons should report to their manager any instance of physical contact that may be misconstrued or misinterpreted, either by observation or verbal recount by the child, other staff, parents or by members of the public. Such a report should be made within 24 hours of the event and in writing via email.

Positive guidance [Discipline]

We strive to ensure that children and young people participating in our programs are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment;
- the safety and/or wellbeing of children, young people or personnel participating in our programs.

We require **all persons** to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are **all persons involved** to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Consequences for non-compliant and/or behaviour that is counter-productive to the goals and ethos of the program may include:

- Requests to change behaviour
- Redirection strategies
- Linking behaviour to natural consequences (eg: if you keep talking we'll have to wait here a lot longer than necessary)
- Involving peer support through questioning strategies (*eg: Hey do you think Joe is doing the best they can do in this situation or can you see a way they could get a better result?*)
- Reflecting on program-based mindset strategies such as 'Response-ability' or "are you listening in P2 right now or are you stuck in P1?"
- Repeating directives with stern tone and slightly raised voice
- Taking aside and asking what is really going on for you right now – reminding participants they don't have to be on the program and that we are here to make sure that everyone is having an enjoyable experience and/or learn to better cope with challenges – is it working for you?
- Use the Hero's journey (and other models) to help participants re-assess their challenging situation
- Sometimes intervention may be unnecessary, the consequence maybe implicit (eg: in the bush, want to go home – participant has to walk out)
- Formal warning including a discussion with parents about situation/s.

Sexual misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people. Engaging in sexual behaviour while participating in our programs is prohibited even if the young persons involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Giving gifts

Giving of gifts and/or prizes by **all persons** to children and young people who participate in our programs is subject to:

- The gift/prize directly relates to participation and achievement in our program
- Obtaining prior authorisation from the Adventure Quest Coordinator before attempting to share the gift/prize.
- parents or other responsible adults being made aware of any gift given.

Use of electronic or online communications

Wherever possible, email and text messages sent to a child or young person should be copied to their parent or guardian.

Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with delivering our programs, such as advising that a scheduled event is cancelled.
- Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a child or young person to keep a communication a secret from their parents.
- Do not communicate with children or young people using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

All persons are required to ensure appropriate monitoring of children and young people when they use our organisation's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of **abuse** or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Wearing uniforms, logos and badges

All persons should, where possible wear uniform, logos and badges that identify them as representatives of the Blueprint Life Coaching organisation when facilitating Blueprint Life Coaching programs and activities or participating in promotional events. Uniform, badges and logos should not be worn when attending unrelated social events. Workers should act in alignment with our ethos and values whenever they wear uniform, logos and badges that identify them as representatives of the Blueprint Life Coaching organisation.

Use of language and tone of voice

Language and tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them
 - not be harmful to children – in this respect, avoid language that is:
 - discriminatory, racist or sexist
 - derogatory, belittling or negative, for example, by calling a child a ‘loser’ or telling them they are ‘too fat’
 - intended to threaten or frighten
 - profane or sexual.
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Use of, possession or supply of alcohol or drugs

While on duty, **all persons** must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs;
- supply alcohol or drugs (including tobacco) to children and young people participating in our program;
- smoke during or around Blueprint Life Coaching related activities;

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children involved in our service.

Overnight stays and sleeping arrangements

Overnight stays are to occur only with the authorisation of the Director of Blueprint Life Coaching and of the parents/guardians of the children or young people involved. Such approval needs to be prior written approval.

Practices and behaviour by **all persons involved** during an overnight stay must be consistent with the practices and behaviour expected during delivery of our program at other times.

Standards of conduct that must be observed by **all persons involved** during an overnight stay include:

- providing children and young people with privacy when bathing and dressing;
- observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity;
- not leaving children under the supervision or protection of unauthorised persons such as hotel staff or friends;
- not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed or tent as a child or young person;
- the right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay;

Change room arrangements

All persons involved will provide in-direct supervision only to young people using change rooms. In addition:

- avoid one-to-one situations with a child or young person in a change room area;
- **all persons** are not permitted to use the change room area to, for example, undress, while children and young people are present;
- **all persons** need to provide the level of supervision required for preventing **abuse** by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy;
- female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.

Adhering to professional role boundaries

All persons should not, of their own volition or at the request of a program participant or their family, act outside the confines of their duties (as specified in their position description) when involved in our programs.

Youth Mentors and Adventure Quest Support Workers

- must not provide unauthorised transportation, for example, a casual lift to mentees or participants beyond what is required to support the program
- must not engage in other recreational activities with children or young people who are clients/participants in our programs without prior permission of the program coordinator.
- must not provide any form of unauthorised support to a child or young person or their family, unrelated to our programs, for example, buying food for a family who participates in Adventure Quest.
- must not seek contact with children or young people (or former participants) outside our programs.

If **any persons** become aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the scope of Blueprint Life Coaching, they should undertake any or all of the following at the earliest opportunity:

- refer the matter to an appropriate support agency;
- refer the child or young person to an appropriate support agency;
- contact the child or young person's parent or guardian;
- seek advice from management.

Communication

We communicate our Codes of Behaviour requirements to **all persons** with children and young people in our organisation. We involve **all persons** in reviews of our Codes of Behaviour requirements. We communicate any significant alterations to our Practice and Behaviour requirements and resources to all personnel.

Codes of Behaviour should be read and implemented in conjunction with an associated Role Statement.

Monitoring and Review

This document will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by Director. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.