

FYA CODE OF CONDUCT FOR WORKING WITH YOUNG PEOPLE

May 2016

POLICY STATEMENT

At FYA we are relentlessly optimistic about all young people and their ability to be enterprising. We want to see generations of future focused learners, enterprising changemakers and confident global citizens. Our guiding principle is to encourage young people to be challenged, take risks and be creative, while providing them with a safe learning environment.

In alignment with this vision, our Code of Conduct (“**Code**”) is structured on the principle of empowering young people through meaningful participation, encouraging them to be part of decision-making processes, giving them a voice and a position to be listened to. Through empowerment, young people are more likely to speak up when they have a concern for their safety or wellbeing.

FYA promotes inclusive, vibrant and optimistic communities of young people open to any young Australian regardless of their age, gender, sexual preferences, cultural or religious background or ability.

SCOPE

This Code applies to all FYA staff, volunteers, contractors and other support staff who engage with young Australians as part of FYA’s work, whether or not in person, or through our digital channels, in Australia or overseas.

This Code outlines appropriate standards of behaviour towards the young people with whom we come into contact with. FYA actively works with young people between the ages of 12-29. This policy specifically applies to all young people up to the age of 18 years of age and wherever practicable applies to young people 18 years and older.

It provides guidance on how to best support young people and how to avoid or better manage difficult situations and reduce any opportunities for abuse or harm.

GENERAL OPERATING PRINCIPLES

What FYA will do:

- a. Ensure all activities, workshops, events, camps and excursions designed for young people are alcohol, drug and smoke-free environments.
- b. Provide all staff and volunteers with information, instruction and training relevant to ensure the safety of all young people.
- c. Adopt a positive reporting approach to working with young people. This means that if we, or you, have a serious concern that a young person is at immediate risk of harm, we will notify the appropriate authorities.
- d. Respect the privacy of young people, ensuring their personal information is only accessed by authorised personnel for an authorised purpose and kept in secure databases.
- e. Ensure that all staff and volunteers have current Working with Children Checks in the relevant state/s and/ or National Police Checks.

What you must do:

- f. Treat young people with respect, listen to and value their ideas and opinions, and take concerns seriously.
- g. Model appropriate adult behaviour, adopting high standards of personal conduct in order to maintain the confidence and respect of peers, pupils and the public in general.
- h. Use inclusive and empowering language. Foster empowerment and participation. Respect all young people, regardless of age, gender, sexual preference, cultural or religious background and political opinions.
- i. Be visible when working with young people. This means that you should avoid being alone with young people, keep doors open and ensure that another adult is present.
- j. Follow the safety policies of FYA.
- k. Use computers, mobile phones, video and digital cameras appropriately, never exploit or harass young people or access or circulate pornography through any medium. Never photograph or video a young person without the consent of the young person and his/ her parents or guardians. Never use personal social networking profiles to communicate with young people, including having young people as 'friends' on social networking sites. All on-line communication needs to be through established FYA accounts and profiles.
- l. Report and act on any breaches of these standards of behaviour.



You must not:

- m. Seek to use young people in any way to meet the personal needs of adults.
- n. Use prejudice, oppressive behaviour or language with young people.
- o. Hit or assault young people.
- p. Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- q. Initiate unnecessary physical contact with young people or do things of a personal nature that young people can do for themselves.
- r. Develop 'special' relationships with specific young people for our own needs.
- s. Show favouritism through the provision of gifts or inappropriate attention.
- t. Have contact with young people under the age of 18 outside of the organisation's programs.

ACCOUNTABILITIES

All employees, volunteers, contracted staff

BREACHES OF POLICY

Staff members are reminded that alleged breaches of this policy will be managed through the appropriate FYA procedures.

VARIATIONS TO THIS POLICY

FYA reserves the right to amend and vary this policy in line with best practice, operating efficiency and changes to legislation.

MONITORING AND REVIEW

This policy will be monitored on an ongoing basis by CEO and the Senior Management Team. It will be formally reviewed every two years, or earlier if required, to ensure compliance with legislation and FYA operating procedures.

RELATED DOCUMENTS

Guidelines for Working with Young People - External Presenters

RELATED POLICIES

AA FYA Duty of Care Policy

Authorised by	Date authorised	Date of effect	Review date
Senior Leadership Team	16 May 2016	16 May 2016	May 2017

