



NATIONAL ARCHIVES OF AUSTRALIA

Child and young person safety code of conduct

CHILDREN AND YOUNG PERSON SAFETY WORKING GROUP

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1. Introduction

National Archives of Australia (National Archives) is committed to ensuring the safety, wellbeing and inclusion of children and young people who access National Archives' services and programs.

This *Child and young person safety code of conduct* outlines clear expectations that all National Archives staff, contractors and volunteers must meet when interacting with children and young people. This code complements the *Safety of children and young people* policy and acts as a practical guide to appropriate conduct when working with or around children and young people.

2. Scope

This code of conduct applies to all National Archives staff, contractors and volunteers. It covers the involvement of children and young people in all National Archives activities, including visiting National Archives' public spaces, engaging with National Archives' website, undertaking work experience or participating in public programs.

3. Expected behaviours

Staff, contractors and volunteers must:

- act in accordance with the *Safety of children and young people policy* and *Child and young person safety code of conduct* at all times
- behave respectfully and courteously towards children, young people and their families and guardians
- listen and respond to the concerns of children and young people
- promote the safety and wellbeing of children and young people
- demonstrate appropriate personal and professional boundaries
- create a welcoming, inclusive and culturally safe environment that promotes the participation and empowerment of all children and young people. This includes those from Aboriginal and Torres Strait Islander, culturally and linguistically diverse, migrant, refugee and gender-diverse backgrounds, and children and young people with a disability
- where possible, actively involve children and young people in making decisions about policies, activities or processes that concern them
- ensure they are not alone with a child or young person unless it is absolutely necessary to perform legitimate duties or respond to an incident. Ensure that, where possible, interactions are observable by others.
- identify and mitigate risks to children's safety and wellbeing
- only take photographs or videos of children or young people if expressly tasked to do so. Do not proceed without consent from their parent or guardian, or if the young person objects or shows reluctance
- report all suspected or disclosed child harm or abuse.

4. Unacceptable behaviours

Staff, contractors and volunteers must not:

- engage in any unlawful activity with or in relation to a child or young person
- engage in any activity that is likely to physically, sexually or emotionally harm a child or young person
- unlawfully discriminate against any child, young person or their family members and guardians
- arrange personal contact or solicit or offer personal contact details with children or young people except in accordance with National Archives policies and procedures
- initiate, permit, or request physical contact with children or young people except to mitigate an immediate risk to physical health and safety
- disclose personal or sensitive information about a child, including images of a child, except in accordance with the *Privacy Act 1988* and any other relevant law
- use spoken language, body language or show images or material in the presence of a child or young people, that could reasonably be considered offensive, sexually explicit, intimidating or otherwise inappropriate for their age
- condone, conduct or participate in abusive or bullying behaviour.

5. Non-compliance with this code

Any staff member, contractor or volunteer who breaches this code may be subject to disciplinary procedures.

A breach of this code may also constitute a breach of the APS Code of Conduct or relevant Commonwealth, state or territory laws, and will be addressed accordingly, including referral to external authorities.

All suspected breaches should be reported immediately to the Security Advisory Unit. In an emergency, call 000.