

Appendix C

Mountain Trails Code of Conduct for Non Believer Workers

We expect all our workers, both paid and volunteer, to provide safe and friendly environments for children.

All workers are expected to:

1. Commit to serving Mountain Trails, respecting it's aims, beliefs and mission, in all actions and attitudes.
2. Be respectful, ethical and honest.
3. Respect confidentiality.
4. Avoid showing favouritism.
5. Take whatever steps are necessary to ensure the health, safety and wellbeing of themselves and others.
6. Uphold organisational requirements and procedures, including reporting all concerns or suspicions of child abuse or neglect to the Child Safety Officer and/or manager.
7. Work cooperatively with colleagues, e.g. support and learn from each other, accept differences in style, never criticise a colleague or the organisation publicly.
8. Perform their assigned duties diligently, and not attempt to fulfil roles or tasks they are not qualified to carry out.
9. Be accountable and transparent in all interactions, e.g. avoid being alone with a child or young person in any situation.
10. Maintain a healthy work/life balance.
11. Listen to children's concerns, not ignore a child who is trying to communicate that they feel unsafe, threatened or harmed.
12. Act lawfully, i.e. not commit crime.
13. Not discriminate against, abuse, harass, victimise or engage in bullying behaviours of others.
14. Communicate with integrity, including accountable and wise use of electronic communication, and commit to following the Child Safe Venue Procedures for electronic communication.
15. Not take property belonging to others, including intellectual property (copyright).
16. Not knowingly make false, misleading, deceptive, or defamatory statements.
17. Be responsible in the use of, and/or access to, addictive substances and/or behaviours, e.g.

gambling, alcohol, prescription medications.

18. Act with financial integrity: not avoid payment of just debts or engage in tax evasion, do not to seek personal advantage or financial gain for self or family from a position or from a pastoral relationship.
19. Maintain appropriate touch boundaries, ensuring the safety or care of children, assisting them, with permission. Maintain professional touch boundaries; being very careful when making physical contact with children. All adult-initiated touch is to be of a non-intimate nature and must take into consideration the needs of the child, and only be initiated for a child's care. Touch that is not to be engaged in with children includes: unduly rough or physical play, kissing or coaxing a child to kiss anyone, extended hugs, tickling, and touch on any intimate area of the body e.g. buttocks, thighs, breasts, groin areas, and sitting them on one's lap.
20. Act with sexual integrity, not engage in sexual misconduct, inappropriate sexual behaviour or disgraceful conduct of a sexual nature.
21. Not sexualise interactions in any way, i.e. make intimate or suggestive comments to a child, including 'compliments' or negative comments about their physical appearance. Workers will not show or share sexually suggestive or explicit material to a child in any form – e.g. image, text, movie.
22. Not assist children to do things of a personal nature they can do themselves.
23. Not use physical means to control, discipline or punish a child, unless restraint is necessary to protect a child from hurting themselves or others.
24. Not take unauthorised photos or movies of a child on-site or during a venue-run activity or publish or share photos or movies of a child on-line in social media or on any other site without parent/guardian consent.