



CAMP QUALITY

CODE OF CONDUCT

This Code of Conduct applies to employees, volunteers and 'involved persons'/individuals who represent or attend Camp Quality events. Ethical behaviour is essential to the way we conduct our business and provide services to our children and their families in a safe and supportive environment.

As an employee, volunteer or someone who represents or attends Camp Quality events you are responsible to read, understand and agree to act in accordance with this Code of Conduct and associated policies. Any individual who does not meet the standards in this code may be subject to disciplinary action appropriate to the situation and your role, which may include dismissal.

- 1. Camp Quality culture** – Camp Quality is a non-profit organisation which through recreational, educational and other programs throughout Australia supports families with children in which a family member has been diagnosed with cancer or other serious illness. You will act with decency, dignity and in good taste, in a manner that reflects the objectives of Camp Quality and in line with Camp Quality's values of optimism, integrity, celebrating life, accountability and excellence.
- 2. Legislation** - You will abide by Australian laws and not take any action in violation of any law. You agree to ask your manager or Camp Quality representative for guidance if you are unsure that your behaviour complies with Australian law. Any breach of law will be referred to the police.
- 3. Follow direction** - You will comply with reasonable directives from your manager or Camp Quality representative and adhere to the scope/boundaries of your role
- 4. Safety culture** - You will take reasonable care to ensure that risks/hazards are identified and minimised to avoid injury, illness or offense to you or others.

Child protection - Camp Quality has a legal and moral responsibility to protect children and young people in our care and ensuring that they feel and are safe. In line with Camp Quality's safeguarding children-related policies, you agree you:

- Will care about children in a safe and responsible manner at all times, and in accordance with instructions and/or training provided by Camp Quality, particularly having regard to the Camp Quality "Safeguarding Children and Young People Practices and Behaviour Guidelines".
- Will protect children's safety by ensuring adequate supervision - there are two adults present at all times, especially in bathrooms or bedrooms, or when transporting children. And at least one of these adults is a Camp Quality child protection trained representative and the other is a Camp Quality affiliated adult, who is aware they are the 'second adult' (two adults are not required when the child's parent/guardian is present).
- Will notify a Camp Quality representative if you are encountering inappropriate behaviours from a child, employee, volunteer or any other person connected with Camp Quality.
- Will immediately notify a Child Protection Officer if:
 - a child discloses information which indicates that they think they may be at risk of harm, abuse or neglect;
 - You notice any indications of child abuse or neglect, on a child such as physical marks or behavioural changes; or
 - You have any other reason to suspect child abuse or neglect has occurred or is likely to occur.
- Won't give out any of your personal contact details including phone number or social media details to children
- Won't take any photos of children (including on mobile phones) unless you have consent from a Camp Quality representative to do so.
- Won't attend a Camp Quality activity/event/office if you are unwell with a communicable illness or have been in contact within a two-week period of the activity/event. These illnesses include influenza, chicken pox, measles, or shingles.

In addition, please refer to the [SGCYP Practices and Behaviour Guidelines 2018.docx](#).

- 5. Human rights and equal opportunity** - You agree to treat all people involved with Camp Quality with respect, fair treatment and to not engage in any type of discriminatory behaviour against another person whilst representing Camp Quality.

<p>6. Criminal convictions, police record and prohibited persons - You agree that you will report any criminal convictions or charges against you to Camp Quality as and when they occur. You agree that you will notify Camp Quality if you are a prohibited person.</p>
<p>7. Personal property - Is the responsibility of the owner in all reasonable circumstances.</p>
<p>8. Behaviour – you agree that you:</p> <ul style="list-style-type: none"> • Will role model positive behaviours. • Won't participate in behaviour that threatens, endangers, intimidates or interferes with the participation of others. • Won't use illicit drugs, participate in 'substance abuse' or be intoxicated by any substance while representing or attending Camp Quality events. • Won't smoke cigarettes on any Recreation Program or consume alcohol on Kids Camps. • Won't use inappropriate language. • Will be sensitive, respectful and inclusive of all backgrounds and abilities; • Follow instructions of Camp Quality Staff
<p>9. Cash handling - You agree that you will act honestly and not steal funds. You agree to submit accurate expenses and to report any fraudulent activities that you become aware of to a Camp Quality representative. You also agree that all money counting is completed by two people.</p>
<p>10. Confidentiality - You agree to keep any confidential information confidential, except to the extent that you may be required by law to disclose it. You will take all reasonable and necessary precautions to prevent the disclosure of any confidential information and will not disclose confidential information to any third party without first obtaining the written consent of Camp Quality, except in the ordinary and proper course of your role.</p>
<p>11. Social media – You agree that you:</p> <ul style="list-style-type: none"> • Won't 'be friends with' or engage with Camp Quality children on social networking sites. • Won't publish/upload photos of Camp Quality children on social networking sites.
<p>12. Media - Designated Camp Quality employees or representatives are responsible for all media. You are not permitted to contact the media or release any names, photographs or articles to any media organisation without first securing the written permission of the relevant manager or Camp Quality representative. All written articles must be viewed by Camp Quality prior to release.</p>

Camp Quality is committed to providing a safe environment for everyone and considers any form of child abuse or neglect as intolerable under any circumstances.

I have read, understood and agree to comply with this Code of Conduct. I understand that failure to comply with this may result in disciplinary action appropriate to the situation and my role.

Name: _____ **Signature:** _____ **Date:** _____