
SAFEGUARDING CODE OF CONDUCT

For staff and volunteers of The John Fawcett Foundation (JFF)

PROGRAM

I,, engaged by **The John Fawcett Foundation (JFF)**, agree that, while undergoing JFF activities, I must:

- immediately disclose all charges, convictions, and other outcomes of and offence, which occurred before or occurs during my association with JFF that relate to child exploitation and abuse or adult sexual exploitation, abuse, and harassment
- treat children and adults with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth, or other status
- be aware that sexual behaviour is an area of sensitivity, where conduct may more easily be seen as offensive or be misinterpreted, particularly with respect to different cultural norms.
- not engage adults or children associated with JFF's programs in any form of sexual intercourse or sexual activity, including transactional sex
- not use language or behavior towards children or adults that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- be aware that the giving of gifts can be seen as a gesture to bribe or groom a young person or vulnerable adult. I understand that the giving of gifts or rewards to children, young people and vulnerable adults is not encouraged by JFF, but if deemed acceptable, any gift or contribution must be screened, approved and its distribution facilitated by JFF.
- not provide or supply alcohol or drugs to people while I am associated with JFF's activities
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain the supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras, and social media appropriately, and never exploit or harass children or access child exploitation material through any medium
- not use physical punishment on people associated with JFF's programs

- not hire children for domestic or other labour that is inappropriate given their age of developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of exploitation and abuse of children or adults to JFF senior management in accordance with appropriate procedures.

When photographing or filming children or adults or using images from JFF activities and/or for JFF-related purposes, I must:

- seek JFF's advice on complying with local traditions or restrictions for reproducing personal images before photographing or filming a child or adult
- obtain informed consent from adults and children before photographing or filming, including explaining how the photograph or film will be used, and if photographing or filming a child, obtain informed consent from the parent or guardian of that child
- ensure photographs, films, and videos present children and adults in a dignified and respectful manner and not in a vulnerable or submissive manner
- ensure images are honest representations of the context and the facts
- ensure file labels, data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me to use common sense and ensure that my personal conduct with others occasioned in the conduct of JFF's work is neither exploitative nor leads to a perception of exploitation.

For JFF employees: I understand that, if my conduct breaches this Safeguarding Code of Conduct, I will face dismissal, suspension, or transfer to other duties.

Signed:

Dated:.....

July 2021
 Approved by JFFA Board
 Accepted by JFFI Board
 Review due: August 2023