

## KIDNEY CODE OF CONDUCT FOR DEALING WITH KIDS & YOUTH

### I will:

- a) Act in accordance with Kidney Health Australia's Kids & Youth Safeguarding Framework and Kidney Health Australia's other policies and procedures at all times.
- b) Behave respectfully, courteously and ethically towards Kids & Youth and their families and towards other Kidney Team Members and participants in our activities and services for Kids & Youth
- c) Listen and respond to the views and concerns of Kids & Youth with sensitivity, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well
- d) Promote the rights, safety and wellbeing of all Kids & Youth in Kidney Health Australia activities and services
- e) Demonstrate appropriate personal and professional boundaries towards Kids & Youth
- f) Consider and respect the diverse backgrounds and needs of Kids & Youth
- g) Create an environment that promotes and enables Kids & Youth participation and is welcoming, culturally safe and inclusive for all Kids & Youth and their families
- h) Encourage contributions and involve Kids & Youth and their families in making decisions about activities, policies and processes that concern them wherever possible
- i) Contribute, where appropriate, to Kidney Health Australia policies, discussions, learning and reviews about the safeguarding and wellbeing of Kids & Youth
- j) Identify and mitigate risks to Kidney Kid's safety and wellbeing as required
- k) In line with this and any other relevant Kidney Health Australia policies and procedures, respond to any concerns or complaints about any Reasonable Belief of actual or potential risk of Significant Harm to Kids & Youth in Kidney Health Australia's activities or services by reason of actual or potential Abuse or Neglect
- l) Report to the relevant authorities any concerns or complaints that amount to a Reasonable Belief about actual or potential risk of Significant Harm to Kids & Youth in Kidney Health Australia's activities or services by reason of actual or potential Abuse or Neglect. For the avoidance of doubt, this requirement includes any mandatory reporting requirements that I have personally, given my profession and mandatory reporting legislation that applies to me in the jurisdiction in which I reside and in which I am participating in Kidney Health Australia activities and/or services the, according to relevant legislation
- m) Comply with Kidney Health Australia's protocols on communicating with Kids & Youth, including:
  - i. Using positive language and guidance to encourage Kids & Youth
  - ii. Considering the age and backgrounds of Kids & Youth
  - iii. Ensuring that communication with Kids & Youth is kept to appropriate, Kidney Health Australia-related topics (i.e., it is not personal in nature)

- iv. Ensuring that communication is at very least, within sight of others, but preferably in the presence of others, including for online or virtual communication
  - v. Only having appropriate physical contact with Kids & Youth that is appropriate to the delivery of Kidney Health Australia's services and activities; and
- n) Comply with all relevant legislation and Kidney Health Australia's policies and procedures on record keeping and information sharing

**I will NOT:**

- o) Engage in any unlawful and/or unauthorised activity with or in relation to Kids & Youth
- p) Engage in any activity that is reasonably likely to put Kids & Youth at risk of actual or suspected physical, sexual or emotional Harm
- q) Unlawfully discriminate against Kids & Youth or their family members
- r) Be alone with any Child or Young Person unnecessarily. Wherever possible, I understand that Kids and Youth requiring medical treatment should be accompanied by at least one medical or first aid officer/professional and another adult. If Kidney Kids and Youth require 1:1 assistance, this must be consented to by their parent(s) or guardian(s) prior to attending the event or service
- s) Arrange personal and unsupervised contact or relationships - including physical and online or electronic contact - with Kids & Youth I am working with for a purpose unrelated to Kidney Health Australia's activities or services
- t) Disclose personal or sensitive information about Kids & Youth, including (but not limited to) images and/or digital footage of Kids & Youth, unless either their parent or legal guardian consents to do so or unless I am required to do so by legal authorities or Kidney Health Australia's policy and procedure on reporting
- u) Use inappropriate language in the presence of Kids & Youth, or show or provide Kids & Youth with access to inappropriate images or material
- v) Take personal photographs or video of Kids & Youth using any device unless with the prior, written consent of Kidney Health Australia
- w) Provide Kids & Youth in Kidney Health Australia's activities or services with gifts or presents from me personally
- x) Transport a single Child or Young Person alone without prior permission from their parent, carer or guardian
- y) Work with Kids & Youth whilst under the influence of alcohol and/or prohibited drugs
- z) Ignore or disregard any actual, suspected or disclosed Harm or Abuse to Kids & Youth

**If I think this Kidney Code of Conduct for dealing with Kids & Youth has been breached by another Kidney Team Member, I will:**

- aa) Act to prioritise the best interests of Kids & Youth
- bb) Take actions promptly to ensure that Kids & Youth are safe
- cc) Promptly and discretely report any concerns to a Kidney Health Australia's Kids and Youth Safeguarding Officers (KSO's), the General Manager of Marketing & Community, Chief Executive Officer or another senior Kidney Team Member. Failure to do so is considered as serious misconduct and may result in termination of your Kidney Team Member position
- dd) Follow Kidney Health Australia's policies and procedures for receiving and responding to concerns involving Kids & Youth, including respecting the confidentiality of all people and/or Kids & Youth involved
- ee) Comply with legislative requirements on reporting if relevant, and with Kidney Health Australia's policy and procedure on internal and external reporting.

**KIDNEY CODE OF CONDUCT FOR DEALING WITH KIDS & YOUTH DECLARATION:**

I, \_\_\_\_\_ (Kidney Team Member) have read, understand and commit to adhering to the required standards of behaviour and practice as outlined in this Kidney Code of Conduct for dealing with Kids & Youth.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kidney Team Member's Signature