

## **GUIDELINES FOR EMPLOYEES & VOLUNTEERS WORKING WITH CHILDREN & YOUNG PEOPLE**

**At Adelaide City Council we are committed to the safety and well-being of children and young people accessing our services.**

- We support the rights of children and young people & will act without hesitation to ensure a safe environment is maintained at all times.
- We support the rights & well-being of our employees & volunteers & encourage their active participation in building & maintaining a secure environment for all participants.

**All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:**

- Treating all children and young people with dignity, equality and respect
- Listening and responding appropriately to the views and concerns of children and young people accessing Councils' services
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- Notifying the Child Abuse Report Line, **131478** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected
- Adhering to the specific Council venue policies and procedures at all times
- Adhering to the Code of Conduct for Council Employees at all times

**Employees / Volunteers will not:**

- Take part in any unnecessary physical contact with a child or young person
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality
- Develop any "special" relationships with children or young people outside of the professional relationship

**Please phone People & Culture on 8203 7247 for further information regarding Adelaide City Council's processes in maintaining a Child Safe Environment.**