

Neurodiversity Victoria

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www.neurodiversity.org.au

Induction Pack for Work Experience Placements

Code of Conduct and Acceptance for staff and volunteers at work experience placements engaged by Neurodiversity Victoria:

Section 1: Staff and volunteers working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Staff and volunteers will:

- Follow Neurodiversity Victoria's Safeguarding Policy at all times.
- Consider child safety risks and requirements relevant to the role during recruitment activities, particularly in roles that have direct engagement with children.
- Ensure that relevant staff and volunteers have current and updated Working with Children Check or equivalent background checks when required.

Managers will also:

- Provide staff with an appropriate induction adjusted to each role's requirements, duties, risks and responsibilities in relation to child safety and wellbeing.
- Facilitate access to information on child safety practices, including reporting, record keeping and information sharing obligations, and access to the Victoria Government Child Safety Standards which can be found at <https://ccyp.vic.gov.au/child-safe-standards/>
- Ensure that ongoing supervision and people management is focused on child safety and wellbeing
- Encourage seeking advice on recruitment and selection issues when developing, delivering and/or reviewing business policies, processes, protocols, services and arrangements.

Section 2: Processes for complaints and concerns are child-focused

Staff and volunteers will:

- Prioritise immediately acting in the best interests of the child to make them safe before promptly reporting the matter through to Victoria Police and Neurodiversity Victoria.
- Call Victoria Police on Triple Zero (000) or report in person at a police station if they have concerns about the immediate safety of any child.
- Promptly follow internal business unit processes or contact the Victoria Government's Child Safety Officer to report all child safety issues and child safe concerns or complaints. The Child Safety Officer can be contacted by phone on (03) 9136 3666 or by email at childsafes@justice.vic.gov.au ([External link](#))
- Report to Victoria Police any criminal and suspected criminal behaviour, including any reasonable belief that a sexual offence has been committed against a child under the age of 16.
- Take seriously concerns or complaints raised about the safety of children, including in the physical or online environments, and respond to them promptly and thoroughly.
- Act decisively, promptly and take all reasonable steps on identified risks to child safety to mitigate or correct service problems and protect children from harm, without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- Cooperate with law enforcement, as required.

Section 3: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe whilst on work experience programming.

Staff and volunteers will:

- Complete all compulsory training and professional development related to child safety and wellbeing.
- Support colleagues in understanding child safe matters and support colleagues who disclose harm.
- Support colleagues to appreciate the strengths of children with diverse needs and from diverse backgrounds and understand their importance to collective wellbeing and safety.

In addition to the above, managers will also:

- Facilitate access to information on the business child safety practices, including reporting, record keeping and information sharing obligations.

- Supervise, review and provide feedback to staff on their performance against child safety expectations.
- Identify child safety training needs for their relevant workers, including to understand how to build culturally safe environments for children.

Section 4: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Staff and volunteers will:

- Use a child safe lens to identify and mitigate risks for physical or mental harm to children in physical and online environments without compromising their right to privacy, access to information, social connections and learning opportunities.
- Observe professional boundaries at all times.
- Maintain ethical behaviour, expected standards of behaviour and acceptable relationships with children, their families, teachers and carers.
- Work with children in an open and transparent way.
- Use online platforms respectfully, professionally and in line with Australia's eSafety Commissioner's requirements. Details can be found here:

<https://www.esafety.gov.au/>

- Maintain awareness of online safety, privacy and other settings of online platforms.

In addition to the above, managers will also:

- Set clear expectations on the oversight of children in physical environments and children's use of online environments tailored to their specific circumstances and risks.

Acceptance & Declaration:

I have read and understand the Neurodiversity Victoria Workplace Code of Conduct and agree to these conditions. (please tick)

Work experience / program date(s): _____

Organisation Name: _____

Manager Name: _____

Manager Signature: _____ Date: ___ / ___ / ___