

KIDS GIVING BACK

The next generation of generosity

Youth Changemaker Code of Conduct.

This Code of Conduct sets out the Rights and Responsibilities of Youth Changemakers while participating in the Youth Changemaker program and undertaking volunteer roles.

There are three key behaviours that Youth Changemakers are to display when participating in the program:

Show Respect

Practice Accountability

Prioritise Safety

1. Show Respect

- Be honest and fair with all members of the community.
- Demonstrate courteous and sensitive behaviour that is inclusive of all.
- Be punctual and reliable and advise your supervisor if you are delayed or unable to attend your activity.
- Advise your supervisor if you are unable to perform any aspects of your designated role.
- Seek to develop a relationship with fellow volunteers and charity staff that is cooperative, helpful, and built on mutual trust.
- Conduct yourself in a manner that will not reflect unfavourably on yourself, your family, Kids Giving Back, or the charity you are supporting.
- Maintain an environment that is free of sexually explicit, violent, disrespectful, or otherwise inappropriate communications. This may include music, social media, recordings, films, games, websites, computer software and/or mobile device applications. Report any examples of inappropriate communications to your supervisor or Youth Changemaker leader.
- Maintain a working environment that is free from harassment, bullying or discrimination, and report any concerns promptly to your supervisor or Youth Changemaker leader.

2. Practice Accountability

- Be diligent in the performance of your role and carry out the instructions of your supervisor and the policies of the charity with respect and care.
- Advise your supervisor or Youth Changemaker leader if your tasks are too challenging or make you feel uncomfortable or unsafe, or if you need more instruction.
- Respect and maintain the confidentiality of any information you learn whilst volunteering.
- Refrain from making comments to the media about the program unless authorised by the Chief Executive Officer of Kids Giving Back or appropriate delegate.
- Use the Kids Giving Back information technology systems in accordance with the Guidelines.
- Notify Kids Giving back of any changes to your personal details or medical requirements.

3. Prioritise Safety

- Accept direction and supervision from Kids Giving Back leaders and charity staff.
- Work in a safe manner and follow all risk management guidelines.
- Advise Kids Giving Back or relevant charity partners of any pre-existing injuries or illnesses that may impact your ability to perform designated tasks.
- Stop work and notify your Kids Giving Back leader or parent if any situation makes you feel uncomfortable or unsafe.
- Dress appropriately and to the safety standard for the role you are undertaking, including wearing closed in shoes with rubber soles unless advised otherwise.
- Do not use or possess tobacco, illegal drugs or alcohol products at any time whilst volunteering.
- Practice good hygiene, use sunscreen where needed, and use recommended safety/protective equipment when required.
- Always be in the presence of an adult when interacting with minors or vulnerable adults.
- Promptly report suspected abuse or unwanted behaviour toward yourself or anyone else to your supervisor. If an incident involves your supervisor, report the incident to the next person in a supervisory role, or to your parent or Kids Giving Back leader.
- Keep your parent informed of your volunteering schedule and location and provide them with an alternative contact number in case they cannot reach you.
- Do not connect any clients of the charity via social media or mobile phone, or socialise with any clients of the charity.

I, _____ (name) have read and agreed to abide by the Code of Conduct for Youth Changemakers

Signed _____ Date _____

Parent/Guardian Witness

Signed _____ Name (Print) _____

Date _____