

## Safeguarding Vulnerable People: Code of Conduct

I, *[print name]*,

**acknowledge that I have read and understand Palms Australia's Safeguarding Vulnerable People Policy, and agree that while implementing Palms Australia activities, I will adhere to that policy. I will:**

- treat all vulnerable people with respect
- not use language or behaviour towards vulnerable people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage vulnerable people in any form of sexual intercourse or sexual activity, including paying for sexual services
- wherever possible, ensure that another adult is present when working near vulnerable people
- not invite unaccompanied vulnerable people into private residences, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised vulnerable people unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensure that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass vulnerable people, or access child exploitative material through any medium [see social media sharing guidelines]
- not use physical punishment on vulnerable people not hire vulnerable people for domestic or other labour: which is inappropriate given their age or 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 Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions or any outcomes of an offence that relates to exploitation and abuse of vulnerable people, including those under traditional law,
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as exploitation and abuse of vulnerable people

These behaviours are not intended to interfere with normal family interactions.

**When photographing or filming a vulnerable person, or using their images for any purpose:**

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a vulnerable person.
- before photographing or filming a vulnerable person obtain their informed consent and the informed consent of the parent or guardian of the vulnerable person. An explanation of how the photograph or film will be used must be provided.
- ensure photographs, films, videos and DVDs present vulnerable people in a dignified and respectful manner and not in a vulnerable or submissive manner. All should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ensure images are honest representations of the context and the facts.
- ensure file labels, meta data or text descriptions do not reveal identifying information about a vulnerable person when sending or publishing images electronically or otherwise.

I understand that the onus is on me, as a person engaged by Palms Australia, to use common sense and avoid actions or behaviours that could be construed as abuse of vulnerable people when implementing Palms Australia activities.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_