



Child Safety - Employee Code of Conduct

The Aboriginal Legal Service of Western Australia Limited (“the Company”) is committed to ensuring the safety and wellbeing of all children and young people engaged in our services and programs including in all physical and online environments. This includes our commitment to ensuring that children and young people are heard and have access to child-friendly complaints processes. We adopt and follow the National Principles for Child Safe Organisations.

This Code of Conduct is in addition to the Company’s Employee Code of Conduct (Company Policy No 105) and is intended to provide specific direction and guidance to employees about ensuring all children and young people who interact with our staff, services and programs are safe.

In this Code of Conduct the term **employee** refers to employees and volunteers.

Mandatory requirements

1. All Company employees who interact with young people under the age of 18 years must hold a valid Working with Children Card and comply with Company Policy No 613 (Working with Children Check Policy).
2. All Company employees must comply with Company Policy No 607 (Reportable Conduct Scheme Policy).
3. All Company employees must comply with Company Policy No 309 (Child Safe Organisation Policy).
4. Employees must not contact clients (or family members of clients) under the age of 18 years via their personal social media accounts or personal phones.
 - a. Any social medial contact with client (or family member of a client) under the age of 18 years should be conducted via the ALSWA social media accounts. If you need to reach out to a client using social media please contact the Public Relations/Media Manager for assistance.
 - b. All phone contact with a young person under the age of 18 years must be conducted via Company phones (mobile or landline).
5. Any **transport** of or **outreach activity** involving a client (or family member of a client) under the age of 18 years must be conducted by two Company employees or one Company employee and another **suitable person**.



- a. A **suitable person** is:
 - i. A youth justice officer from the Department of Justice
 - ii. A child protection case worker from the Department of Communities
 - iii. A youth worker or case worker from an external agency so long as the employee has verified that the youth worker or case worker has a valid Working with Children Card on the day of transport. The employee must record of the name of the external person, their Working with Children Card number and expiry date as well as the date on which verification was obtained. These details must be provided to Human Resources and will be recorded in a register. The validity of a Working with Children Card can be checked via <https://www.workingwithchildren.wa.gov.au/card-validation>
 - iv. A responsible adult or adult family member of the young person so long as the employee has obtained prior permission from their line manager to conduct the transport or outreach activity without a second employee.
 - b. Transport means transport in a Company or private vehicle.
 - c. Outreach activity means an activity in a private or secluded location including home visits and community locations such as parks, beaches and outdoor locations. Public locations such as courts, detention centres, ALSWA offices, government offices, shopping centres etc are not considered outreach activities.
6. Any contact with a client (or family member of a client) who is under the 18 years in an office or room at an ALSWA, a court or other building where that room/office is not visible to outsiders should not be conducted alone unless in urgent circumstances and there is no other option available.

Guidance

1. Employees should strive to ensure that all contact with children and young people under 18 years is conducted in a safe environment and that children and young people are supported and empowered.
2. Unless the location is a **controlled location**, employees should endeavour to have two employees (one employee and a suitable person) present.
 - a. A **controlled location** is
 - i. a non-contact interview room at ALSWA or another location
 - ii. an interview room at a detention centre



3. Employees should inform all clients under the age of 18 years of their right to be safe when accessing services from the Company including telling them how to access our Child Safe Complaints Process.
4. Employees must respect a child or young person’s right to be heard
5. Employees must report any serious concerns about a child or young person’s safety to their line manager, the Director Legal Services, the Director Policy and Programs or Human Resources.

Employees must not take photos of children without their express consent and consent from the child’s responsible adult. At all times, the child and their responsible adult should be informed of the purpose of the photo (e.g., record activity undertaken). Photos of children must not be shared or distributed outside the Company without the prior written permission of the client, their responsible adult and the Director Legal Services and/or the Director, Policy and Programs.

Document control revision history

| Revision | Effective Date | Date Approved | Description of Changes |
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