



CODE OF CONDUCT

Girl Shaped Flames is committed to the safety and wellbeing of children and young people. Our company recognises the importance of, and a responsibility for, ensuring our company is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy and professional standards, codes of ethics as these apply to staff and other personnel.

The CEO and facilitators of Girl Shaped Flames will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly workshops and other learning environments. The CEO and facilitators of Girl Shaped Flames will also provide information and support to enable the Code of Conduct to operate effectively. All staff, contractors, volunteers and any other member of the company involved in child related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all Girl Shaped Flames situations, including camps and in the use of digital technology and social media.

The following Code Of Conduct includes an Individual's Commitment to the Code of Conduct, as well as comprehensive information regarding risk management processes for the following categories:

- Supervision of Children
- Behaviour Management
- Transport of children and Young people (incl. to and from excursions)
- Change rooms/Toilets
- Managing Illness, Injuries and infectious diseases
- Allergies & Dietary
- Visitor Policy
- Photography Policy
- Use of Technology and Social Media
- Use of Medication and Alcohol & Drugs
- Dress, Attire and Sun Safety
- Bullying, Discrimination and Sexual Harrassment



- Confidentiality of Information

Individual's Commitment to the Code of Conduct

All paid and unpaid staff, including volunteers, interns or trainees of Girl Shaped Flames are responsible for the safety and wellbeing of children and young people who engage with Girl Shaped Flames. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I Will:

- Act in accordance with Girl Shaped Flames' child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or nonverbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Girl Shaped Flames
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Girl Shaped Flame's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Girl Shaped Flames' risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Girl Shaped Flames' policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by *the Child Protection Act 1999* and by Girl Shaped Flames' policy and procedure on internal and external reporting.
- Comply with Girl Shaped Flames' protocols on communicating with children.
- Comply with *the Privacy Act 1988 (Privacy Act)* and Girl Shaped Flames' policies and procedures on record keeping and information sharing.

I Will not:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Initiate unnecessary physical contact with children or exhibit behaviours with children which may be construed as inappropriate



- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person
- Engage in open discussions of a mature nature in the presence of children
- Discriminate against any child or their family members, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Be alone with a child unnecessarily.
- Put children at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur)
- Develop inappropriate relationships with children or young people
- Display violent behaviour towards a child
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Girl Shaped Flames' activities.
- use any computer, mobile phone, or video and digital camera to exploit or harass children or expose children to offensive or sexualised content
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Girl Shaped Flames' policy and procedure on reporting.
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child or young person
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person in Girl Shaped Flames I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, the Chief Executive Officer or another manager or leader in Girl Shaped Flames
- Follow Girl Shaped Flames' policies and procedures for receiving and responding to complaints and concerns.
- Comply with all legislative requirements on reporting, if relevant, and with Girl Shaped Flames' policy and procedure on internal and external reporting



Supervision of Children

At its most basic level, supervision helps to protect children from harm and hazards that may arise in their daily experiences. Adequate supervision means that an adult can respond immediately, including when a child is distressed or is in a hazardous situation.

Supervision is constantly observing and relating to individual children and groups of children to contribute to their safety, health and wellbeing. It involves more than preventing or responding to potential or actual harm and hazards. It requires Girl Shaped Flames staff to be actively involved with children and have knowledge of what each child is doing at any given time of the day.

For all service types, the adequacy of supervision is determined by a range of factors, including the following:

- the number of children
- the abilities of children
- the number and positioning of adults
- each child's current activity, for example, physical activities, including bush walking, art activities and areas where the children are engaging in the activities, in particular the visibility and accessibility of these areas
- adults' knowledge of each child and each group of children
- the experience, knowledge and skill of each educator
- the need for educators to move between areas.

Girl Shaped Flames staff and volunteers must ensure that every child at the service is adequately supervised. Adequate supervision relies on always being in a position to:

- respond to each child's individual needs in a timely manner that adequately meets that need
- intervene if necessary.

This will support our service to achieve and deliver a high quality program that engages with children and their families to get the best possible outcomes for children.

The ratio of staff to children to ensure adequate supervision and limit opportunities is one adult to six children (1:6).

Children are to be left unsupervised on company excursion sites and venues for no longer than 30 minutes at any given time. During this time Girl Shaped Flames staff and volunteers are to know the location of unsupervised children and to remain closeby.

In most circumstances, children will be transported to and from company excursion or camp venues by their parents or guardians. If for some reason this does not occur, they



will be considered under the supervision of Girl Shaped Flames staff and volunteers until they have been released to the care of their parents or guardians.

If a child remains uncollected, or there is a suspicion or disclosure of harm to a child by means of an intoxicated parent or guardian, or a parent or guardian who is under the influence of illicit drugs, Girl Shaped Flames may assume supervision of the child in question until the relevant authorities are able to be present, at which time the responsibility of the children is then transferred to the relevant authority (for example, a police officer).

Behaviour Management (Ethical Standards of Behaviour)

Girl Shaped Flames has high expectations of staff, volunteers and participants. The following clearly outlines the behaviour management policies of Girl Shaped Flames and how staff and volunteers are expected to manage challenging behaviours in accordance with the code of conduct

Keep in mind the children and youth Girl Shaped Flames have as participants are young and sensitive. Behaviour, language in particular, can be misinterpreted as children have different comprehensive skills due to their development or age. It is the responsibility of Girl Shaped Flames staff and volunteers to ensure clarity and a supportive tone is used at all times.

Behaviour	Appropriate (GSF staff and volunteers must)	Inappropriate (GSF staff and volunteers must not)
Language	<ul style="list-style-type: none"> ● Maintain an age appropriate level of language ● Avoid ambiguity and be precise ● Use nurturing or positive tone ● Be respectful and kind 	<ul style="list-style-type: none"> ● Abusive, aggressive language or swearing ● Sexual or explicit innuendo ● Derogatory remarks ● Be negative or judgemental ● Deliberately attempt to confuse or coerce a child
Behaviour	<ul style="list-style-type: none"> ● Be positive ● Inclusive and welcoming ● Encourage participants ● Exhibit safety, including sun smart and activities 	<ul style="list-style-type: none"> ● Be threatening ● Act dismissive ● Be deliberately exclusive ● Bully or belittle others ● Unsafe or risk-taking
Physical contact	<ul style="list-style-type: none"> ● Task-related contact, for 	<ul style="list-style-type: none"> ● Unnecessary contact for the



	<p>example in the event of flying fox</p> <ul style="list-style-type: none"> ● Pat on the back ● Hi five ● Congratulatory 	<p>task or activity at hand</p> <ul style="list-style-type: none"> ● Any contact which makes the child feel uncomfortable ● Uninvited or unwarranted ● Violent or threatening
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We promote a safe, happy and inclusive environment at our events at all times. We do not tolerate any exclusive or hurtful behaviour, and staff and volunteers are to be respectful to participants, their parents or legal guardians and other staff or volunteers.

Any concerns about unacceptable behaviour that has been conducted by Girl Shaped Flames staff for volunteers must be reported to Girl Shaped Flames Company director who will follow this up with appropriate disciplinary action and have the incident recorded on their file.

Dealing with participant bad behaviour

It is not Girl Shaped Flames' policy to apply disciplinary action in the event of bad behaviour being conducted by a participant at a workshop or camp. If a participant is seen to be exhibiting bad behaviour, for example they are acting aggressively or dangerously, are disrespectful of rules or Girl Shaped Flames staff or volunteers or inappropriate in any way the Girl Shaped Flames staff member or volunteer are to isolate the child in question and contact their parents, in addition to the company director, to ensure they are aware of the situation. The company director will make a record of the incident and follow up any further discussion or actions.

Transport of children and young people

Parents and guardians are responsible for the transport and wellbeing of their children to and from single day workshops and non-overnight events. Children enter Girl Shaped Flames care once they have signed a register upon arrival at the event, at which stage they are then placed under the supervision of Girl Shaped Flames staff or volunteers.

At the end of single day workshops and non-overnight events it is the parent's or guardian's responsibility to collect their child in a timely manner (30 mins of event concluding). If a child remains uncollected after 30 minutes of the event concluding Girl Shaped Flames staff or volunteers may assume supervision of the child in question



until the relevant authorities are able to be present, at which time the responsibility of the children is then transferred to the relevant authority (for example, a police officer).

Under the rare circumstances that a child may be required to be transported by Girl Shaped Flames employees or volunteers the following conditions apply;

- Girl Shaped Flames staff or volunteers are over the age of 18 and current cardholders of a valid Blue Cards
- Girl Shaped Flames staff or volunteer Drivers have a current and valid driver's licence
- The Vehicle itself is registered and roadworthy
- No unauthorised stops (direct transit to and from venues)
- Girl Shaped Flames staff or volunteer Drivers comply with road rules and drive safely and responsibly, ensure seatbelts are in use and appropriate behaviour is followed.

When children are required to travel in this arrangement, written approval will be sought from the child's parent or guardian after an initial verbal agreement via telephone. This written approval will be documented and kept within Girl Shaped Flames filing.

Camp transport for overnight events is provided by a third-party provider, organised by GSF. Bus companies (specific companies are dependent on availability at the time of the events) are bound by the same requirements in regards to vehicle safety and validity as a Girl Shaped Flames staff or volunteer. At least one (1) Girl Shaped Flames staff or volunteer who is over the age of 18 and is a current cardholder of a valid Blue Card will be in attendance, ensuring that Blue Card requirements will then be met at all times.

Change rooms / toilets

These guidelines maintain the privacy of children and young people while allowing for adequate supervision.

It is not the policy of Girl Shaped Flames to encourage adults to supervise participants using changing facilities or to make such arrangement on behalf of the organisation. This is because such supervision could places them and / or the participants at risk of harm or allegation.



Volunteers, Employees and Parents, therefore, should not be inside individual the changing rooms whilst participants are changing unless the participant is younger than 8 years of age or requires specific additional help to change.

Ideally, groups of children should have sole use of changing facilities. This reduces any risks and potential vulnerability associated with mixing with adults or other young people (known or unknown to them) when changing and showering. Even when using public facilities, arrangements can be considered to address any potential concerns:

- there may be a separate room or space available for the group
- it may be possible to negotiate specific time slots for the group, and the coaches or volunteers to have exclusive use of the changing rooms
- a team area within the changing facility could be designated and nobody else allowed in that area
- children may opt to change at home before they arrive for the activity*

** Remember that many children are very self-conscious and anxious about undressing in front of others. Girl Shaped Flames Staff and volunteers should consider offering the option of changing at home as a matter of course.*

Managing illness, injuries, or infectious diseases

Girl Shaped Flames has a responsibility to ensure there are First Aid officers available to provide adequate supervision of a child who is sick or injured, and general first aid procedures. Where no first aid officer is available a Girl Shaped Flames staff member or volunteer may call 000 and seek assistance in administering medical care.

Every venue for workshop events (single-day events) and sites for camps (overnight events) is to have a first aid kit and Girl Shaped Flames staff and volunteers are to be made aware, by having received an induction to the venue, to know the location of the first aid equipment and emergency exits.

Any camps or activities where children are to be participating in any physical activity there is to be a first aid officer present as well as a first aid kit. Additionally a Workplace Health and Safety risk assessment is to be undertaken prior to any strenuous activities taking place.

Examples of strenuous activities include, but are not limited to:

- Bushwalks in rough terrain, or for extended periods of time (in excess of 1 hour)
- Rock-climbing
- Flying fox or swinging tires
- Abseiling
- White water rafting



Girl Shaped Flames requests that parents do not knowingly send their child to participate in company excursions or camps when they are sick or showing viral symptoms.

Injuries - emergency procedures vs slip, trip or fall:

Slips, trips and falls: a definition

- Slips occur when your foot loses traction with the ground surface due to inappropriate footwear or walking on slippery floor surfaces that are highly polished, wet or greasy.
- Trips occur when you catch your foot on an object or surface. In most cases people trip on low obstacles that are hard to spot such as uneven edges in flooring, loose mats, open drawers, untidy tools or electrical cables.
- Falls can result from a slip or trip but many occur during falls from low heights such as steps, stairs and curbs, falling into a hole or a ditch or into water.

In the event of any slip, trip or fall the child will be assessed by a first aid officer if on site and an assessment of the incident that has occurred and a decision will be made as to whether further medical assistance is required. Parents will be notified immediately by phone, with any injuries being recorded on the Injury Incident Report form and noted on the Risk Register.

Infection control procedures relating to good personal hygiene include:

- hand washing – the spread of many pathogens can be prevented with regular hand washing. Thoroughly wash your hands with water and soap for at least 15 seconds after visiting the toilet, before preparing food, and after touching clients or equipment. Dry your hands with disposable paper towels
- unbroken skin – intact and healthy skin is a major barrier to pathogens. Cover any cuts or abrasions with a waterproof dressing
- gloves – wear gloves if you are handling body fluids or equipment containing body fluids, if you are touching someone else's broken skin or mucous membrane, or performing any other invasive procedure. Wash your hands between each client and use fresh gloves for each client where necessary
- personal items – don't share towels, clothing, razors, toothbrushes, shavers or other personal items.

It is expected that Staff, volunteers and children will follow appropriate infection control procedures at all times.

Communication protocols for notifying parents or guardians

Parents or guardians shall be notified of an injury or illness via phone immediately if:

- The child requests that they are notified



- Emergency services are required
- Medication is required to be administered
- The GSF supervisors deems it necessary to do so

In each of the above-mentioned cases an Injury Report must be completed and forwarded to the CEO within 12 hours of the event.

The sick or injured child must remain supervised at all times. It may be necessary to gently move them to an area where the GSF staff member or volunteer is required to supervise other participants simultaneously.

Allergies & dietary requirements

It is the parent or legal guardian's responsibility to disclose any allergies, medical conditions and dietary requirements of all participants prior to commencement of activities. This is to be done on the participant's Medical Form, which is to be provided at the time of registration in their confirmation sign-up email.

When a child has a serious or life-threatening allergy which is not food-borne (for example, either contracted from air particles or touch) Girl Shaped Flames staff and volunteers will liaise with venue management to alleviate risk to the best of their ability. It is therefore the responsibility of the child with the allergy to seek proper protection for themselves and carry an epi pen or antihistamines with them at all times.

Visitor Policy

All visitors to Girl Shaped Flame events are required to check in with a Girl Shaped Flames staff member or volunteer prior to arrival. They are to be held to the same conduct standards as Girl Shaped Flames staff and volunteers.

While it is not necessary for visitors to have a valid blue card, they won't be working with the children on an individual basis and a Girl Shaped Flames staff or volunteer who is a BC cardholder will be present to ensure the safety of the children is met at all times.

Photography Policy

Girl Shaped Flames has the following expectations for staff and volunteers outlining when and how to take appropriate photographs of participants at workshops or camps, for the purposes of appropriately documenting or publicising the events, in



circumstances where it would be appropriate to take photographs or videos of a child or young person while participating in activities

At times, Girl Shaped Flames staff and volunteers may be requested to take photos of the events, with the photographs being taken be done so on personal devices (such as cameras or mobile phones). It is a requirement that at the end of the activity that the staff and volunteers transfer these photos over to Girl Shaped Flames filing system and that the photos are immediately deleted from the personal device that took the photo/s.

Girl Shaped Flames staff and volunteers are only allowed to distribute or publish any photos after obtaining written approval from the company director or an officially appointed officer. At no point in time can any identifying information about a child be disclosed or included in any publishing of any photograph, including tagging or mentions on social media.

The following guidelines are to be adhered to in relation to the use of photographs (including on social media), for example:

- Checking when it is appropriate to publish a photograph of a child or young person
- ensuring children are appropriately clothed and the photos are appropriate for the accompanying article or advertisement.
- limiting, where possible, the ability for photographs to be copied or redistributed by removing Share or tagging functions

All Girl Shaped Flames content that is generated as posts on social media or advertisements on websites must be approved prior to publishing by the Company Director who will ensure it's appropriateness.

Issues which arise from inappropriate usage of electronic devices or inappropriate conduct on social media can take any of the following forms:

- developing inappropriate relationships with children or young people
- arranging personal contact, including online contact, with children I am working with for a purpose unrelated to Girl Shaped Flames' activities.
- the use of any computer, mobile phone, or video and digital camera to exploit or harass children or expose children to offensive or sexualised content
- disclosure of personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless required to do so by Girl Shaped Flames' policy and procedure on reporting.
- the use of inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language toward, a child or young person on social media platforms or web forums.



Any inappropriate usage of electronic devices or conduct on social media by participants, staff or volunteers is to be reported to the Company Director who will address it directly with the participant, staff member or volunteer.

Use of technology & social media

During all Girl Shaped Flames events/activities it is the requirement of the organisation that participants only access and use their personal devices when instructed by the staff and volunteers.

If it is suspected that a device is being used for malicious or disruptive purposes, GSF staff and volunteers are not to touch or confiscate the item, but rather contact the child's parents and request that they collect the child from the event.

Use of medication & drugs

Girl Shaped Flames takes the illegal use of cigarettes, drugs and alcohol by minors very seriously.

Students:

Consumption of cigarettes, drugs or alcohol is prohibited regardless of the student's age. Offenders will be:

- Immediately separated from the event's activities and their parents contacted in order to collect them
- In the case of distribution of alcohol or illicit drugs to other participants, the police will be contacted.

Girl Shaped Flames reserves the right to excuse any participant from an event that they suspect is under the influence of the above-mentioned substances. Behaviour that can lead to the suspicion of use includes, but is not limited to:

- Dilated iris'
- Erratic or uncharacteristic behaviour
- Slurred speech or increasingly lethargic behaviour
- Odor related to above-mentioned substances
- Visual confirmation of the suspected substance
- Overheard discussion that a substance has been in use at the event

Girl Shaped Flames staff and volunteers must:



- inform parents/guardians and students before departure of:
 - the cigarette, drug & alcohol prohibition
 - the sanctions that could be expected for offending
- act in accordance with their duty of care to students, which is in force during the entire time of the camp or excursion
- be aware that consumption of alcohol by staff during camps or excursions is:
 - inconsistent with the standard of professional conduct necessary to maintain community confidence in these activities
 - is prohibited
 - could lead to allegations of negligence and loss of WorkCover rights.

Dress and Attire

Girl Shaped Flames staff and volunteers are expected to dress appropriately both for the activities at hand and the weather. This includes being sun smart when outdoors. (see Sun Safety)

All Girl Shaped Flames staff and volunteers must wear clothing and footwear appropriate to their role and activity in accordance with Workplace Health and Safety requirements. Proper footwear is essential to minimise the risk of a slip, trip or fall. Thongs are not permitted unless used for swimming activities. Staff should refrain from wearing open toed shoes and high heeled footwear and if worn is at their own risk. Girl Shaped Flames staff and volunteers should wear sports shoes when taking strenuous or physical activities. Girl Shaped Flames staff and volunteers need to be aware of, and respond to, other potential Workplace Health and Safety risks such as 'catching risks' of large earrings, long necklaces and lanyards.

While interpretation of dress standards is a personal issue, it is recommended that staff do not wear revealing clothing (eg. low cut tops, short skirts or shorts) or ripped clothing, clothing depicting contentious words and/or graphics, or excessive body piercing. Shoe-string or strapless tops and clothes where the midriff is clearly in view are not considered appropriate clothing. Shirts with buttons and/or collar are preferred.

Sun Safety

Any time that participants, staff or volunteers are out in the sun for extended periods of time they are required to wear a hat and sunscreen. It is at the discretion of Girl Shaped Flames to exclude a participant from participating in an activity that is based in the sun if they do not have the appropriate sun safety items on.



Bullying, Discrimination and Sexual Harrassment

Girl Shaped Flames has a zero tolerance policy on bullying, discrimination and sexual harrassment of participants, Girl Shaped Flames staff or volunteers.

Bullying behaviour may involve, for example, any of the following types of behaviour:

- aggressive or intimidating conduct
- belittling or humiliating comments
- spreading malicious rumours
- teasing, practical jokes or 'initiation ceremonies'
- exclusion from activities or events
- unreasonable work expectations, including too much or too little work, or work below or beyond a participant or staff member's skill level
- displaying offensive material
- pressure to behave in an inappropriate manner
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- denying access to information, supervision, consultation or resources to the detriment of the participant or staff member

Any instances of the bullying, discrimination and sexual harrassment of participants, Girl Shaped Flames staff or volunteers needs to be reported to the company director who will undertake any appropriate interviews to clarify the situation and document the incident (whether actual or perceived) as a report to be stored on the Girl Shaped Flames google drive.

Confidentiality of information

All employed Girl Shaped Flames staff members are required to sign a NDA upon commencement of their employment or event. All volunteers engage with the company under the proviso that they understand that any personal information shared with them is confidential.

Managing confidentiality of information protocols can be found in the Girl Shaped Flames Privacy policy on the website:

<https://girlshapedflames.com/terms-and-conditions-privacy-policy/>

Girl Shaped Flames handles sensitive information such as contact details and information regarding children under the age of 18. It is therefore an expectation that



this content is under no circumstances shared or made public and that all passwords and security or logon information is kept confidential at all times.

Under the suspicion that there has been a breach of confidentiality for any children or participants of Girl Shaped Flames events the Company director is to be contacted immediately.

Use of relevant forms for documentation

For any notification or breach of the Code of Conduct that requires reporting Girl Shaped Flames staff and volunteers are to follow the correct protocols for doing so and use the forms made available to them on the Girl Shaped Flames Google drive, website or email.

Other documents relating to the Code of Conduct

- Girl Shaped Flames Privacy Policy
- Managing Breaches Plan
- Procedure for handling disclosure or Suspicions of Harm