

# Code of Conduct for Members of S.E.A.



## Landcare Victoria Inc. - Code of Conduct Preamble

Central to the success of Landcare are good people who demonstrate a high standard of professional conduct, which is evident in their dealings with both organisations and people. This code of conduct is written to help support both LVI at the State level as well as regional networks and local groups to be effective and skilled at managing the range of issues referred to in the code.

LVI requires by its rules that all member groups adopt a code of conduct.

This document is designed by Southwest Environment Alliance as its own code of conduct. And contains 4 sections.

### 1. Employment of Facilitator involves payment of -

- a. Salary monthly
- b. PAYE tax
- c. Superannuation
- d. Workcover via Alliance
- e. Expenses as per receipts

It is the responsibility of every member to ensure that this is accomplished by the executive committee as per the Facilitator's Contract.

The duties of the facilitator are detailed in the Facilitator's Role Document as per the D.E.L.W.P. Committee of Management Rules

### 2. Grant receipts will at times be held for Landcare groups.

Grant funding needs to be recorded on the grants spreadsheet broken down into specific payments as per the grant application as well as being recorded individually on the financial spreadsheet. A record with receipts needs to be kept of what exactly the monies received were spent on and a final project report sent to the provider of the grant when the project is complete or all of the grant money has been spent.

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## 3. Child safety policy

LVI Context to the code

Landcare Victoria Inc. (LVI) and its member organisations strive to be Child Safe, with no tolerance for child abuse and a commitment to children's best interests. All children who participate in our activities have a right to feel and to be safe. We encourage children to express their views and we listen to their suggestions, especially on matters that directly affect them.

Physical or sexual abuse of a child is a crime and will be reported to police, including grooming for sexual conduct with a child under the age of 16 years. All adults who form a reasonable belief that such a sexual offence has occurred have an obligation to report it to police.

This Code complies with the Child Safe Standards.

S.E.A recognises that there are key risks to Child Safety being:

- Physical or Sexual abuse
- Grooming (abuse of trust usually occurs where there is an ongoing relationship of trust)
- Inappropriate child-to-child or adult-to-child physical or verbal contact
- Circulation of sexually explicit material

In order that these risks are managed effectively, all groups / networks need to:

- a. Consider child safety risks in their event / activity planning,
- b. Actively work to mitigate any risks,
- c. Ensure they have people appropriately qualified to work with children as applicable,
- d. Model appropriate behaviour towards children,
- e. Listen directly to children and respond to them appropriately, and
- f. Report any complaints, concerns or disclosures.

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## **Tips and tools for creating a child safe event**

The following are a range of tips and tools for groups to consider in their planning and conduct of events. It is important that the matters raised are all considered in the planning and conduct of an event.

1. Be upfront about child safety to deter inappropriate behaviour (mention it in activity briefings, put it on your website etc)
2. Listen if children report feeling uncomfortable
3. Make sure children and adults know who to go to if they have concerns (for big events have signs that are at a variety of eye levels, and ensure organizing staff are clearly distinguishable)
4. If families bring children to activities, immediately advise the parent or carer that they must directly supervise the child at all times
5. Ensure all unaccompanied children work in groups of three or more with either two or more adults or with children of a similar age
6. Ensure that no child is alone with only one other person at any time other than their parent or designated carer
5. Include an Under 18 checkbox on your activity participation sheet
6. Design activities so there are clear sightlines and limit access to any hidden places that could conceal inappropriate conduct

## **4 Sexual Harassment, Bullying and Respect Policy**

### LVI Context to the Code

All employees and volunteers in Landcare are entitled to be treated with dignity and respect. LVI has a commitment to provide a healthy and safe working environment free from workplace bullying and sexual harassment at all levels of Landcare in Victoria.

(continued on page 4)

# Code of Conduct for Members of S.E.A.



Managing these risks

In order for landcare groups / networks to effectively manage these risks, they will need to:

- a. Be aware of potential situations where such behaviour can occur in planning events / activities,
- b. Actively plan to manage such potential situations
- c. Provide a clear pathway for a matter to be raised within the organization, and
- d. Ensure processes maintain confidentiality and protect people's identity.

This policy is designed to aid all organisations in Landcare to conduct safe activities by recognizing risks across a range of areas and working actively to mitigate these in their planning.

LVI is able to provide support to groups as applicable in relation to this Code of Conduct.

The following are identified risks and potential solutions that can be adopted to deal with issues of sexual harassment, bullying and respect:

1. S.E.A members need to be alert to the risk of such issues, and ensure that each member organisation has a management plan in place.
2. Risk assessment will be included as part of the AGM agenda and the executive committee officers and facilitator are to be available for members to report incidents to and to record both the incident and the solutions. Such matters must be kept confidential in order to protect all parties.
3. If misunderstandings occur about the definitions of offensive, bullying or humiliating words or behaviours, this will be clarified at a general meeting after an executive committee meeting if necessary or a professional workshop will be arranged.
4. The support of LVI and other independent properly qualified persons, depending on the situation, will be sought as applicable when the group does not have the skills, resources or separation of interests to deal with the issue raised.
5. Be prepared to act in a timely manner, in order to minimize further risk, as well as to try and resolve the matter.
6. Good procedures and support for the facilitator in one-on-one situations must be available.
7. Be alert to the behaviour of individuals in other settings as these may provide an indication of potential issues.