

Policy name	Behavioural Standards for Keeping Children and Young People Safe
Policy date	July 2019
Authorisation	Chief Executive Officer
Policy owner	Executive – Practice, Quality and Performance
Policy type	Enterprise Policy – whole of organisation
Policy Setting	Enterprise – whole or organisation

## 1 Purpose

- 1.1 To establish a common understanding of the behaviour expected of all workers toward children and young people. These standards are designed to guide our professional behaviour according to our responsibilities under the *Mission Australia (MA) Code of Conduct*.
- 1.2 To embed behaviours and practices that reflect our commitment to creating child and youth safe environments as outlined in the *MA Child and Youth Safe Policy*.
- 1.3 To guide decision-making and reflection on our behaviours and the potential impact of those behaviours on children and young people in a constantly changing work environment.
- 1.4 To provide a safe and healthy workplace where all reasonable steps are taken to minimise the risk of false or exaggerated concerns or allegations being raised.

## 2 Scope

- 2.1 This Policy applies to all Mission Australia ‘workers’ as defined under Work Health and Safety laws. All ‘workers’ in this definition includes employees (including Mission Australia Executive), contractors, subcontractors, outworkers, apprentices and trainees, work experience students and volunteers and, for the purposes of this Policy, includes Board members and Board Committee members, who perform work for, or on behalf of, Mission Australia.
- 2.2 This is an organisation wide policy and includes Mission Australia’s related entities. References to ‘we’ or ‘our’ refer to all Mission Australia workers as defined above.
- 2.3 We acknowledge that not all workers deal directly with children and young people as an ordinary part of their work role. The relevant behavioural standards in this policy apply to those occasions when we are interacting with, or are in the presence of (either in person or online), children and young people.
- 2.4 While this policy defines professional boundaries for a broad range of behaviours, it is not intended as an exhaustive list of acceptable and unacceptable behaviours.

## 3 Definitions

**Best interests of the child or young person** – the principle of the best interests of the child or young person is set out in the *United Nations Convention on the Rights of the Child* and refers to when the primary consideration in all actions and decisions that are taken is that of the child or young person.

**Child** - for the purpose of this Policy a child is a person between birth and 12 years of age.

**Concern** - when a worker has broad, yet incomplete, general information and/or observations about another worker's behaviour towards children and young people. A worker is not required to have all the details.

**Dignity of risk** - refers to an individual's right to make an informed choice to take advantage of opportunities for learning, developing competencies and independence and, in doing so, taking calculated risks.

**Duty of care** – for the purpose of this Policy, is the moral or legal obligation of MA workers to take reasonable steps to keep children and young people safe from foreseeable harm and provide a safe environment.

**Good faith** - for the purpose of this Policy, is a sincere belief or motive by a MA worker, without malice or desire to defraud another.

**Grooming** - is when a person builds an emotional connection with a child or young person to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or, more usually, by someone they know. The behaviours are designed to gain the trust of not only the child or young person but also their parents, carers, families and other workers involved in supporting them.

**Risk of harm** – refers to a detrimental effect or likely detrimental effect of abuse and/or neglect to a child or young person's wellbeing.

**Youth and young person** – for the purpose of this Policy a youth or young person is a person 13-17 years of age.

## 4 Guiding Principles

- 4.1 We will ensure the best interests of the child or young person are paramount in all our actions and decisions.
- 4.2 We have a duty of care to protect the safety and wellbeing of children and young people who engage with Mission Australia, whilst balancing this with dignity of risk.
- 4.3 We are in a position of trust with responsibility to act as positive role models and ensure our behaviours are appropriate, transparent and authorised as part of our work role.
- 4.4 We will include children and young people in decisions that affect their lives as appropriate to their age and developmental needs. We recognise the importance of working with parents, carers, families and communities and we will involve children and young people and their families in making decisions about our services.
- 4.5 We will promote the inclusion of all children and young people and celebrate their unique qualities and strengths. We will treat all children and young people respectfully regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status.
- 4.6 We will raise our concerns in good faith.

- 4.7 We acknowledge that it can be difficult to speak up about our own behaviour or the behaviour of another worker. We will seek advice in circumstances where we are not sure about what to do. We must contribute to a workplace culture where everyone is safe, and feels safe, to speak up about any issue that affects the safety of children and young people: “If you see something, say something.”<sup>1</sup>

## 5 Policy

**How to read this policy:** While this policy classifies behaviours into different topics, it is important to note that behaviours are too complex to fit simply into just one topic. Accordingly, we should not read the topics in isolation. For example, while there is a particular focus on grooming in 5.4.2, there are behaviours listed in other parts of the policy that may also indicate grooming (under communications in 5.2.6, physical contact in 5.3.6, alcohol, tobacco and other drugs in 5.6.4 and the use of social media in 5.8.3).

### 5.1 We will recognise, respond and report effectively in relation to any concerns about the safety and wellbeing of children and young people. In particular, we will:

- 5.1.1. Recognise that a child or young person may be at risk of harm and take all reasonable steps to respond effectively in accordance with any relevant legislation and *MA Recognising and Responding to Risk of Harm – Children and Young People Policy* and relevant *State or Territory procedures*;
- 5.1.2. Respond to concerns about the behaviour of another worker and report those concerns in accordance with any relevant legislation and *MA Responding to Concerns or Allegations of Misconduct towards Children and Young People Policy* and relevant *State or Territory Procedures* and other related MA policies and procedures on internal and external reporting;
- 5.1.3. Report our concerns about apparently minor and incremental behaviours in good faith to a manager even where our information or observations are incomplete and uncertain;
- 5.1.4. Report to a manager immediately any matter that may compromise our ability to work with children and young people.
- 5.1.5. **In particular, we will not:**
  - Minimise, ignore or delay our response to any information or observations relating to the potential risk of harm to children and young people.
  - Make exaggerated, false or malicious claims about our own behaviour or the behaviour of other workers in relation to children and young people.

### 5.2 We will communicate appropriately with children and young people and their families. In particular, we will:

- 5.2.1. Use positive, inclusive, respectful and affirming language;
- 5.2.2. Listen and take the views and concerns of children and young people seriously at all times, and in particular, if they communicate (verbally or non-verbally) that they do not feel safe or well;

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<sup>1</sup> Refer to *MA Whistleblower Policy* for guidance about protections to people reporting wrongdoing.

- 5.2.3. Intervene when children and young people engage in behaviour that is bullying, harassing, humiliating, denigrating or sexually inappropriate;
- 5.2.4. Ensure that any communication with children, young people and their families is a required and authorised part of our work role, within professional boundaries, and that we use the authorised Mission Australia communication systems such as work email and/work mobile appropriately;
- 5.2.5. Ensure our language, tone and manner, the content of our conversations and any other communications with, or in the presence of, children and young people are within professional boundaries. Please refer also to clause 5.4.2.
- 5.2.6. **In particular we will not:**
- Impose religious, spiritual or political beliefs or views on a child or young person or their families;
  - Share information with children, young people or their families inappropriately about our personal lives or about the personal lives of other workers or other children or young people. This includes sharing intimate personal information that may cause distress or concern or give the impression of a personal relationship or friendship. Examples of intimate personal information include details of our alcohol or drug use, mental health issues, and/or sexual experiences. While sharing personal experience is key to the role of our Lived Expertise Practitioners, such sharing needs to be within the boundaries set out in the *MA Lived Expertise Framework*;
  - Make personal or private contact that is not part of our work role with children, young people and their families including contact through social media accounts, mobile phone or email even where initiated by the child or young person or their family;
  - Impose unrealistic expectations that are intended to humiliate or intimidate a child or young person;
  - Share either our personal contact details or those of other workers with children, young people and their families. This includes personal phone numbers, home addresses, personal email and social media accounts;
  - Offer or provide assistance to children, young people and their families that is not part of our role such as giving money to a child or young person or their family;
  - Initiate, seek or participate in private arrangements (for example, work or voluntary roles such as babysitting, coaching or tutoring) with children and young people and their families;
  - Spend time with a child or young person either alone or with others outside of our work role;
  - Intrude unnecessarily into the personal and private spaces of children and young people such as a bedroom in a residential program;
  - Attend children and young people's homes outside of our work role;
  - Attend children and young people's social gatherings or invite, allow or encourage a child or young person or their family to attend our home or social gatherings. Where we have a pre-existing personal relationship with a child or young person, we must advise our manager as required in 5.4.1;

- Make discriminatory, insensitive, belittling, humiliating, shaming, violent or sexually suggestive comments or gestures to, or in the presence, of a child or young person. This includes not only the content of what we say but how we say it. For example, using a tone that is humiliating or intimidating such as yelling.

**5.3 We will maintain professional boundaries in relation to physical contact. In particular, we will:**

- 5.3.1. Be mindful that the question of what is appropriate and safe touch will depend on the service context, the role of the worker and the age, abilities and needs of the individual child or young person. For example, it is recognised that Early Learning workers must provide appropriate comforting physical contact with babies and very young children, such as holding and cuddling to support them to form healthy and positive attachments and relationships;
- 5.3.2. Ensure that any physical contact is appropriate to the age, abilities and needs of the individual child or young person. Wherever practicable and appropriate to the service context, any physical contact should only happen in the presence or view of other workers and be authorised and supported by service guidelines. For example, the administration of first aid and assistance to an injured child;
- 5.3.3. Seek permission of the child or young person, where practicable and age and developmentally appropriate, to make physical contact in response to their individual needs (for example, medical or personal care needs, serious emotional distress);
- 5.3.4. Foster independence of children and young people by not assisting with tasks of a personal nature that they can do for themselves;
- 5.3.5. Avoid initiating unnecessary physical contact. Please refer also to clause 5.4.2.
- 5.3.6. **In particular we will not:**
  - Touch a child or young person in a threatening or violent way such as hitting, kicking, pushing, throwing objects at or near them, including physical reprimand. Refer also to prohibition on corporal punishment in 5.5.3;
  - Initiate, allow or request any physical contact that would reasonably be considered as having a sexual connotation such as kissing, cuddling, tickling, massaging, sitting on laps or any other unnecessary physical contact;
  - Engage in, or facilitate others to engage in, unnecessary and overly physical contact such as wrestling, tickling, or rough games.

**5.4 We will maintain professional boundaries in our interactions with children and young people. We will never engage in any form of sexual misconduct including grooming.**

**5.4.1 In particular, we will:**

- Advise our manager if we have, or have had, a personal relationship (such as a family relationship or friendship) with a particular child or young person and their family to ensure that this conflict of interest is managed transparently;
- Use the correct or preferred name of a child or young person.

**5.4.2 In particular, we will not:**

- Make inappropriate comments about a child or young person's appearance including excessively flattering comments or denigrating comments of any type;

- Make conversations, comments or enquiries of a sexual nature including jokes and innuendo;
- Ask intrusive questions about a child or young person's sexuality or their sexual relationships;
- Use inappropriate pet names;
- Touch a child or young person in a sexual way (also refer to 5.3.6);
- Expose a child or young person to sexual material or sexual acts in either the physical or online environment;
- Expose a child or young person to nudity either through images or our own personal physical exposure;
- Allow or encourage children and young people to have "secrets" in order to form a "special" personal relationship with us;
- Single out particular children and young people for special attention, gifts or favours such as allowing them to "break the rules";
- Develop personal, intimate or sexual relationships with children and young people or any person closely related to them (for example, parents, carers, siblings) including children and young people who are no longer engaged with our services. In circumstances where the former client is an adult (a person aged 18 years and above) and more than two (2) years has elapsed since the client engaged with our services, a worker will discuss the relationship or intended relationship with both their immediate and 'one-up' manager and ensure that any conflict of interest or risk of harm or exploitation is addressed and recorded in writing on the workers file;
- Wear clothing or have visible tattoos that are inappropriate such as clothing that exposes or accentuates the breasts or genitals, tattoos that have graphic images of sexual acts or nudity, clothing or tattoos that feature sexualised, sexist, homophobic or racist language or images, and/or language or images that promote the misuse of alcohol or other drugs, violence or other criminal behaviour.

5.4.3 Where children and young people engage in behaviours that indicate they are seeking an inappropriate relationship with a worker ie **where we become aware that the child or young person has developed a "crush", then we will:**

- Report the concerning behaviours to our manager as soon as possible;
- Deter the actions of the child or young person sensitively and respectfully;
- Recognise that sexualised behaviour of a child or young person that is not appropriate for their age or developmental stage may indicate a history of sexual abuse and/or other risk of harm and that we need to address in accordance with the *MA Recognising and Responding to Risk of Harm – Children and Young People Policy* and relevant State and Territory procedures.

**5.5 We will use positive behavioural support strategies. In particular, we will:**

- 5.5.1 Encourage an approach that promotes caring, considerate and respectful behaviour and builds the self-esteem and capacity of children and young people to manage their own feelings and behaviour, and negotiate and resolve conflict positively;
- 5.5.2 Model positive social behaviours.

**5.5.3 In particular, we will not engage in prohibited practices including:**

- Corporal punishment (such as smacking, hitting);
- Any other form of threatening physical contact to make children and young people follow directions (such as pushing, pulling, grabbing, blocking or holding);
- Imposing any form of punishment or threat of punishment with the intent to humiliate or frighten a child or young person such as “overcorrection”, where the punishment is a disproportionate response to the behaviour;
- Imposing any punishment involving force-feeding or immobilisation;
- Misusing (for example, to sedate or immobilise) medication prescribed as part of an approved behaviour plan;
- Confining a child or young person in a place against their will and/or that they are unable to leave;
- Withdrawing key basic needs such as depriving a child or young person of food or access to family or peers.

**5.5.4 We will not use restrictive behaviour support practices<sup>2</sup> unless authorised by an behaviour support plan approved by a qualified behaviour support practitioner. In particular, we will not:**

- Use restrictive practices as punishment or for convenience;
- Use physical restraint except as a “last resort” option in an approved behaviour support plan or in response to a crisis situation where a child or young person is posing an immediate danger to themselves or others, and all non-physical interventions have been exhausted or are not practicable. In those circumstances, any physical restraint must be used with the minimum force needed to deal with the situation taking into account the age, stature, disability, understanding and gender of the child or young person.

**5.6 We will be a positive role model in relation to alcohol, tobacco, illicit and prescribed and “over the counter” drugs. In particular, we will:**

- 5.6.1 Provide accurate information on the effects of substance use and misuse (if an authorised part of our work role);
- 5.6.2 Consult a treating health care professional about the potential impact of any prescribed or over the counter medication on our ability to work with children and young people safely;
- 5.6.3 Discuss with our line manager the need to be excused from formal duty involving the direct care, supervision or transport of children or young people if we have consumed any prescribed or over the counter medication that may adversely affect our ability to provide such direct care, supervision or transport.
- 5.6.4 **In particular, we will not:**

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<sup>2</sup> Restrictive behaviour support practices involve the use of interventions and practices that have the effect of restricting the rights or freedom of movement of a child or young person. These can include restraint (chemical, mechanical, environmental or physical restraint) and seclusion (keeping someone in isolation).

- Give children or young people alcohol, illicit drugs, known harmful inhalants, tobacco, tobacco products or any other drugs including prescription drugs not prescribed for the individual child or young person;
- Encourage, either by what we say or do or what we fail to say or do, the use of alcohol, illicit drugs, known harmful inhalants, tobacco, tobacco products or any other drugs;
- Smoke tobacco or tobacco related products in the presence/vicinity of young people in accordance with the *MA Smoking and Tobacco Policy*;
- Use or be affected by alcohol and/or any other drug or possess illicit drugs while on duty and responsible for children and young people in accordance with the *MA WHS Drug and Alcohol Policy*.

**5.7 We will provide appropriate supervision and care to children and young people. In particular, we will:**

- 5.7.1 Provide an appropriate level of supervision to children and young people according to their age, vulnerability, the nature of the program activity and any regulatory requirements.
- 5.7.2 Monitor the physical and online environment and take all reasonable steps to address and manage risks to the physical and emotional safety of children and young people.

**5.8 We will use digital and electronic media appropriately. In particular, we will:**

- 5.8.1 Use social media in accordance with the *MA Social Media Policy*;
- 5.8.2 Seek approval from our line manager, as well as from the children and young people and their parents and carers, to take or record images or use an identifiable personal story and ensure that any approved and authorised photography or filming is done in the presence of other staff and/or parents and carers.
- 5.8.3 **In particular we will not:**
- Photograph or film a child or young person or their artwork using either personal devices or work electronic devices or equipment unless for an authorised purpose and with the required permissions;
  - Use the identifiable personal story of a child or young person without the permission of the child or young person and their parents or carers;
  - Use any electronic devices or equipment such as computers, mobile phones (work or personal) for any purpose that may be considered exploitative, harassing, grooming or in any other way that is a risk to children and young people.

**5.9 We will avoid being alone with children and young people unnecessarily including when transporting a child or young person. However, where working one-to-one with children and young people is required as part of the service program or activity, then we will:**

- 5.9.1 Ensure that any work one-to-one with children and young people is transparent, authorised and purposeful. This means that working alone with a child or young person must:
- Be a required and authorised part of our work role and in line with any applicable service or program guidelines;

- Meet an identified need of the child or young person such as an agreed support or care plan that is approved by the child, young person and/or their parents or carers;
- Be conducted generally during normal program hours and for not unnecessarily prolonged periods of time;
- Be documented appropriately;
- Be conducted in unlocked rooms with some form of visibility such as part-glass doors, located near staff traffic areas and, where practicable, in the line of sight of other workers;
- Not be conducted in private or personal spaces, wherever practicable.

## 6 Responsibilities

### 6.1 All Mission Australia workers are required to:

- Be familiar with and adhere to the *MA Code of Conduct*, *MA Child and Youth Safe Policy*, *MA Responding to Concerns or Allegations of Misconduct towards Children and Young People Policy* and all other related policies, procedures and practice guidelines.
- Read, understand, and sign the statement of commitment (Appendix A) to comply with this Policy and any future versions.
- Promote a child and youth safe culture within their workplace and raise any issues or concerns about potential risks to the safety or wellbeing of children and young people.

### 6.2 Line Managers are required to:

- Induct all workers new to Mission Australia to this Policy including signing the statement of commitment to comply with this Policy.
- Lead the embedding of a child and youth safe culture by being proactive in identifying and addressing any issues or concerns relating to the safety and wellbeing of children and young people including regular discussions (to be held at least annually) about behavioural standards.

### 6.3 Policy Owner

- The policy owner is responsible for reviewing and updating this policy as required.

## 7 Failure to comply with this Policy

- 7.1 The consequences for breaching this policy will depend on the individual circumstances and will vary from counselling up to and including termination of employment or cessation of engagement with Mission Australia.
- 7.2 Where breaches of this policy involve unlawful behaviours, then the consequences will include reporting to the police as well as termination of employment or engagement.

## 8 Appendices

**Appendix A** - Statement of Commitment to the *Behavioural Standards for Keeping Children and Young People Safe Policy*.

## 9 Resources

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### Mission Australia Resources - MA Intranet – Policy Page

CFCS - Client Record Retention and Disposal Policy  
 Child and Youth Safe Policy  
 Children in the Workplace: Employees and Children of Employees Procedure  
 Code of Conduct  
 Drug and Alcohol Policy  
 Enterprise Privacy Policy and Procedure  
 Enterprise Risk Management Policy and Procedure  
 Enterprise Work Health and Safety Policy  
 Gifts and Benefits Policy  
 Good Working Relationships Policy  
 Induction and Orientation Policy  
 IT Acceptable Use of Assets Policy  
 Lived Expertise Practice Framework (and Managers' Guidelines – People Leader Portal under Recruiting Resources)  
 Managing Misconduct Procedure  
 Managing Underperformance and Misconduct Policy  
 Occupational Violence Procedure  
 Practice Guideline: Managing the Disclosure of Abuse or Neglect by a Child or Young Person  
 Recognising and Responding to Risk of Harm - Children and Young People Policy and procedures  
 Responding to Concerns or Allegations of Misconduct towards Children and Young People Policy and procedures  
 Smoking and Tobacco Products Policy  
 Social Media Policy and associated Guidelines  
 Transporting of Clients Procedure  
 Visitors to clients – Procedure template  
 Whistleblower Policy  
 WHS Transporting of Clients Procedure  
 WHS Occupational Violence Procedure

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#### MA Housing

MA Housing National Establishing and Maintaining Tenancy  
 National Child Protection Policy

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#### MA Early Learning

ACECQA Notifications Procedure  
 Child Protection and Mandatory Reporting Policy  
 Child Protection Notification Guidelines and Reporting Record  
 Dress Standards Policy  
 Supervision Risk Minimisation Procedure and Plan

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#### External Resources

#### National Principles for Child Safe Organisations

[A Guide for Creating a Child Safe Organisation - Victorian Commission for Children and Young People](#)  
[Child Safe Toolkit: How to create a Child Safe Organisation](#)

*Care and Protection of Children Act 2007 – NT*  
*Child Protection Act 1999 – QLD*  
*Children and Community Services Act 2004 – WA*  
*Children and Young People (Safety) Act 2017 - SA*  
*Children and Young People Act 2008 – ACT*  
*Children and Young Persons (Care and Protection) Act 1998 – NSW*  
*Children, Young Persons and their Families Act 1997 – TAS*  
*Children, Youth and Families Act 2005 – VIC*  
*Privacy Act 1988 (Cth) (the "Privacy Act")*

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**Appendix A****Statement of Commitment to the Behavioural Standards for Keeping Children and Young People Safe**

**I will act in accordance with the *MA Behavioural Standards for Keeping Children and Young People Safe Policy* to ensure the safety and wellbeing of children and young people who are involved with Mission Australia.**

**The key standards are summarised as follows:**

**I will:**

- Treat all children and young people respectfully regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic social origin, culture, property, disability or other status.
- Listen and respond to the views and concerns of children and young people, particularly if they communicate, either verbally or non-verbally, that they do not feel safe or well.
- Contribute to an environment that promotes and enables the participation of children and young people and is welcoming, culturally safe and inclusive for all children, young people and their families.
- Act to ensure that the safety and wellbeing of children and young people is the highest priority.
- Demonstrate appropriate personal and professional boundaries in all interactions with children and young people.
- Act as a positive role model in all our interactions generally and in relation to use of alcohol, tobacco and other drugs in particular.
- Monitor the physical and online environment for children and young people to assess and take all reasonable steps to address risks to physical and emotional safety.
- Seek guidance from a manager as soon as possible if we are unsure about either our own behaviour or intended behaviour or the behaviour of another worker.
- Report any concerns to a manager about worker behaviour even where the concerns seem minor and my information or observations are incomplete.
- Report any matter that may compromise my ability to work with children and young people.
- Follow our policies, procedures and practice guidelines for recognising, responding and reporting concerns about the safety and wellbeing of children and young people.

**I will not:**

- Do anything that amounts to illegal behaviour in relation to a child or young person such as engage in any sexual contact with a child or young person, physical assault (touching in a threatening or violent way) or neglect of a child or young person by depriving them of basic needs.
- Do anything (else) that is likely to physically, sexually or emotionally harm a child or young person.
- Discriminate unlawfully against any child or young person or their family members.
- Disclose personal or sensitive information about a child, including images of a child, unless the child, young person and/or their parent or legal guardian consent or unless I am required to do so by child protection laws and our policy and procedure on internal and external reporting.

- Shame, humiliate, intimidate, belittle, harass, denigrate or exploit children or young people.
- Use inappropriate language in the presence of children or young people.
- Show, provide or allow children and young people access to inappropriate images or material.
- Arrange personal contact, including online contact, with children and young people for a purpose that is unrelated to Mission Australia's programs, services or activities and is not authorised by my work role.
- Initiate any unnecessary physical contact with a child or young person including doing things of a personal nature that they can do for themselves.
- Develop a "special" relationship with a child or young person by singling them out for special attention, gifts or favours such as allowing them to "break the rules".
- Work with children and young people while under the influence of alcohol or prohibited drugs.
- Be alone with a child or young person unnecessarily and/or for unnecessarily prolonged periods.
- Minimize, ignore or disregard any information or observations that may put the safety and wellbeing of children and young people at risk.
- Do anything (else) that is in breach of our child and youth safe policies and procedures.

**If I think the Behavioural Standards for Keeping Children and Young People Safe Policy has been breached by another person in Mission Australia, I will:**

- Act to ensure that the safety and wellbeing of children and young people is the most important priority.
- Report any concerns as soon as possible to my line manager or, if the concern involves that manager, another appropriate person.
- Follow our policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements and our policies and procedures on internal and external reporting.

I agree to abide by the *Behavioural Standards for Keeping Children and Young People Safe Policy* during my employment with Mission Australia.

I understand that breaches of this Policy may lead to disciplinary action up to and including termination of my employment or cessation of my engagement with Mission Australia.

All staff must confirm their understanding of, and commitment to, the *Behavioural Standards for Keeping Children and Young People Safe Policy* and formally agree to abide by it.

To do this, go to LMS, access the following course; 'MAPOL001 Behavioural Standards for Keeping Children and Young People Safe' and follow the directions.