



## Royal South Australian Yacht Squadron Code of Conduct

The Royal South Australian Yacht Squadron deems a staff member to be:

- A paid staff member
- An unpaid volunteer staff member
- An adult helper
- A parent helper
  - This includes:
    - Anyone over 18 years old, who assists with the RSAYS program
    - Anyone 16 years or over who holds a sailing instructors qualification and instructs for RSAYS

The Code of Conduct outlines the standards of behaviour and obligations agreed to by the staff member. Signing and adhering to the code is a requirement of all staff members.

### Role & Responsibilities

Caring for children and young people brings additional responsibilities for employees and volunteers of our organisation. All employees and volunteers of our organisation are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- Sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- Treating everyone (this includes staff, volunteers, students, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- Being a positive role model to children and young people in all your conduct with them
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to understand their roles
- Listening and responding appropriately to the views and concerns of children and young people
- Being alert to bullying behaviours and responding promptly and appropriately
- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity
- Being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- Encouraging children and young people to 'have a say' on issues that are important to them.



Employees and volunteers must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breach of the Code of Conduct

In the event of a breach of the code of conduct a grievance will be made and reviewed by the General Manager. A breach can result in termination.

I have read, understood and agree to comply with the Code of Conduct.

Title		Name		Surname	
Phone		Email			
Address				Date of Birth	
WWCC#	SRN -	Expiry Date			
Signature				Date	

The Volunteer Code of Conduct must be signed prior to undertaking any RSAYS activity with an RSAYS Participant.