

# Code of conduct Raise Foundation



# Code of conduct

**Raise Foundation is a youth safe, youth friendly organisation and the wellbeing of our Mentees is paramount. Our early intervention programs for young people require an environment which is welcoming for all participants and encourages best practice mentoring outcomes. In order to maintain our high ethical standards, we require all adult participants (staff and volunteers) to adhere to this code of conduct, both during their participation in our programs, and after their completion.**

## DO

- Treat everyone with respect and honesty
- Bring risk of significant harm concerns for our young people to the immediate attention of a Raise team member
- Record and act on complaints and inappropriate behaviour
- Be a positive role model to young people in all your conduct with them
- Set clear boundaries between yourself and our young people so you can carry out your role well
- Sign in for a visitor's pass and wear a visitor's badge while on school premises
- Always have another adult present or in sight when you are with a young person
- Report conflicts of interest or potential conflicts so that it can be managed carefully
- Participate in the program consistently and reliably unless legitimate circumstances prevent doing so
- Ensure your activities are focussed on the young person, are relevant to them and not your own personal interest
- Follow the policies and procedures set out in our Policy Manual and Youth Safety Framework
- Adhere to the Department of Education's Code of Conduct in your State when in schools

## DO NOT

- Offer to loan, give money or gifts of any nature to young people in our programs
- Instigate any form of physical contact with young people apart from a handshake
- Do things of a personal nature that a young person can do for themselves (i.e. changing clothes, going to bathroom)
- Develop a relationship with any young person that is inappropriately overinvolved
- Have a sexual relationship with a young person in our program, or use sexual innuendo or material with them
- Invite our young people to join your social networking sites or accept their invitations to join theirs
- Exchange contact details or arrange to meet our young people outside of our programs
- Transport a young person in your car without prior approval from a Raise staff member
- Provide personal information about our young people to anyone other than program staff
- Take photographs or videos of the young people in our programs without written prior consent
- Consume or have consumed drugs or alcohol, or smoke, when volunteering or working with young people
- Refer our young people to external services or professionals

Each of the above conditions has been designed to protect our Mentees and to improve positive outcomes from our program for them. They have also been designed to protect our volunteers and colleagues and to ensure that everyone understands their responsibilities and the boundaries of the mentoring relationship at Raise Foundation. Any breach will result in a discussion with a Raise staff member and ongoing breaches or a serious breach may result in Raise Foundation withdrawing you from the organisation.