GUIDE 2: YOUTH SAFE CODE OF CONDUCT

This guide provides information on the youth safe code of conduct. Defence is committed to ensuring the safety and wellbeing of youth who engage with the department. It is expected that adults and youths are respectful and adhere to a standard of behaviour that promotes a youth safe environment and a positive experience to be achieved.

This guide aims to help personnel:

    a. understand the purpose of a code of conduct
    b. identify who needs to sign a code of conduct

The Defence youth safe code of conduct policy is consistent with the National Principles for Child Safe Organisations. This guide supports the standards and procedures outlined in the Defence Youth Manual for managing a youth safe culture within the Defence environment.

What is a youth safe code of conduct?

A youth safe code of conduct defines ethical, acceptable and unacceptable youth safe behaviours and expectations. It provides a mechanism to:

    a. acknowledge the responsibility and record the commitment of a person to adhere to the code of conduct
    b. hold a person to account if they breach the code of conduct.

Who needs to sign a youth safe code of conduct?

Personnel. All personnel in youth-related work positions must read, understand and sign the Defence youth safe code of conduct (Adult) before undertaking any youth-related work.

Personnel who are undertaking youth-related work, but are not in youth-related work positions, may be asked to sign a youth safe code of conduct prior to engaging in youth-related work.

Scenario
*CPL Betts is an Avionics Technician and is **not** in a Youth Related Work Position. CPL Betts has been tasked to support the ADFA Open Day. He will be assisting at the Blackhawk static display, showcasing the aircraft to the public. It is likely that CPL Betts will engage with youth at the ADFA Open Day. This is known as youth related work.*

Signing a code of conduct is not always a requirement when undertaking youth related work. However, CPL Betts' chain of command considered that signing a youth safe code of conduct is appropriate due to the level of expected engagement with youth and forms part of the risk mitigation strategy for this event.

Youth. Youth who participate in a Defence youth program must read, understand and sign the Defence youth safe code of conduct (Youth) prior to participating in the program.

    a. A participant of a Defence youth program who is 18 years or older should sign the youth safe code of conduct (Youth) version.

b. It is the responsibility of commanders, managers or supervisors to ensure that youth who are participating in their program/activity have signed code of conduct.

Life cycle of a youth safe code of conduct

A youth safe code of conduct should be signed prior to the commencement of a youth role or program/activity. A code of conduct may be valid for more than one program/activity. It is recommended that a new code of conduct should be signed at least once every 12 months.

Commanders, managers and supervisors must ensure that a signed copy of the code of conduct is stored in Objective or CadetNet (as appropriate) and that any breach of the code of conduct is managed in accordance with Section 3, Chapter 3.

Youth safe code of conduct examples

The following codes of conducts provide an example of expected behaviour for adults and youths. The codes can be tailored to suit the program or activity and/or if appropriate, incorporated into a broader code of conduct associated with the program. Download the samples provided, and adjust the behaviours to suit the requirements of your program.

a. [Youth Safe Code of Conduct - Adult](#)
b. [Youth Safe Code of Conduct - Youth](#)

Scenario
You are conducting a resilience-building program where youth are likely to share personal stories. You may consider adjusting the youth code of conduct (Youth) to include a behaviour such as: 'conversations of a personal nature should not be shared outside of the group'.

Further assistance

For further information and assistance contact defence.youth@defence.gov.au