



OUR PROMISE TO YOU

CHILD & YOUNG PERSON CODE OF CONDUCT

At KYF, your safety, wellbeing, culture and voice matter.

Everyone who works, volunteers, leads or helps at KYF must behave in safe, respectful and professional ways. These rules help make sure children and young people are safe, heard and treated fairly.

1. YOU HAVE THE RIGHT TO FEEL SAFE

You have the right to:

- feel safe, respected and included
- be treated fairly and with dignity
- have your culture, identity and background respected
- speak up if something feels wrong, unsafe or unfair
- be listened to and taken seriously
- get help without being blamed or getting in trouble for speaking up

2. HOW ADULTS AT KYF MUST BEHAVE

All KYF staff, volunteers, leaders and other adults must:

- be kind, calm, respectful and fair
- act honestly and do the right thing
- use safe, appropriate language and behaviour
- follow KYF rules and safety procedures
- make decisions that put safety before convenience
- speak up if they see something unsafe, harmful or inappropriate
- treat all children and young people with dignity and respect

3. ADULTS MUST KEEP PROFESSIONAL BOUNDARIES

Adults must keep clear and appropriate boundaries with children and young people.

This means adults must not:

- act like they are your special favourite
- create secret, private or exclusive relationships with you
- use their role or power to pressure, control, scare or manipulate you
- ask you to keep secrets about behaviour, contact or conversations
- be alone with you in ways that are not appropriate, visible or known to others
- cross professional boundaries online or in person
- If an adult is unsure whether something is appropriate, they must stop and ask for guidance.

4. PHYSICAL CONTACT MUST BE SAFE AND APPROPRIATE

Adults may only use physical contact when it is:

- to keep someone safe
- for first aid or emergency care
- part of an activity where it is appropriate, safe and understood

Adults must never:

- touch you in a way that is confusing, unwanted or unsafe
- use physical contact to control, intimidate or shame you
- ask you to keep touching or physical contact secret

5. RESPECTFUL BEHAVIOUR MATTERS

It is never okay for adults or other people at KYF to:

- bully, threaten, shame or humiliate you
- embarrass you on purpose
- use racist, sexist, homophobic or discriminatory language
- exclude you because of who you are
- ignore harmful behaviour when they see it
- make sexual comments, jokes or gestures
- behave in ways that are abusive, exploitative or harmful

KYF expects adults to help create an environment where people can disagree respectfully, feel included, and speak up safely.

6. WHAT WE EXPECT FROM EVERYONE AT KYF

Everyone at KYF should help make the program safe, respectful and inclusive.

This means:

- treating other people with respect
- not bullying, threatening, humiliating or deliberately leaving others out
- not using racist, sexist, homophobic or other harmful language
- not hurting, scaring, controlling or pressuring other people
- not sharing private information, photos or videos to embarrass, shame or upset someone
- speaking to a trusted adult if something feels unsafe or someone is being mistreated

Even when someone has made a mistake or is upset, they should still be treated safely and fairly.

7. ONLINE SAFETY RULES

Adults must keep online contact safe and professional.

Adults must:

- only contact you using KYF-approved systems, platforms or processes
- keep digital communication respectful and appropriate
- follow KYF rules about online safety and boundaries

Adults must never:

- message you privately through personal social media or personal accounts
- have secret or inappropriate online contact with you
- ask you for private photos, videos or messages
- use technology in a way that makes you feel unsafe or uncomfortable
- 7. Your information should be handled carefully
- Adults must protect your personal information and only share it when they are allowed to or when they need to in order to help keep you safe.
- This means they should not gossip about you or share private information carelessly.

8. IT IS OKAY TO SPEAK UP

If something feels wrong, unsafe, confusing or unfair, you can tell:

- a staff member or leader you trust
- the Child Safety Contact Officer
- your parent, carer or another safe adult

When you speak up, KYF will make sure you:

- are listened to
- are supported
- are taken seriously
- are kept as safe as possible

9. WHAT KYF WILL DO

KYF promises to:

- take concerns seriously
- act quickly when safety is at risk
- listen to children and young people
- respect culture, identity and difference
- make sure adults are held accountable if they break the rules
- keep improving child safety across our programs and activities

You matter.

Your safety comes first.

It is always okay to speak up.