Australian Government
Royal Australian Mint

Child Safe Code of Conduct

All paid and unpaid staff, including volunteers, interns or trainees of the Royal Australian Mint (the Mint) are responsible for the safety and wellbeing of children and young people who engage with the Mint. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I WILL:

- Act in accordance with the Mint's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children, their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally and non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in the Mint.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation, is welcoming, culturally safe and inclusive for all.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to the Mint's policies, discussion, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by the Mint's risk assessment and management policy and processes.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with the Mint's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by Crimes Act 1900 (ACT) and by the Mint's Working with Children and Young People policy and procedure on internal and external reporting (Security Incident Report Form).
- Comply with the Mint's protocols on communicating with children.
- Comply with the Mint's policies and procedures on record keeping and information sharing.

I WILL NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the Mint's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so as stipulated in the Mint's policy and procedures on reporting.
- Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person in the Mint I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, the Director, Human Resources, the Chief Executive Officer or another manager or leader of the Mint.
- Follow the Mint's policies and procedures for receiving and responding to complaints and concerns.
- Comply with Crimes Act 1900 (ACT) if relevant, and with the Mint's policy and procedure on internal and external reporting.