



WARRAMBU I

# Safeguarding Code of Conduct for Children

## The responsibility of Warrambui staff

Warrambui staff will:

- Do our best to make sure that you are safe from harm;
- Wear a uniform and/or a name badge so you know who they are;
- Support and Assist you while you are staying at Warrambui;
- Not be alone with you where we cannot be seen by other Warrambui staff, a Camp Leader, a Teacher or a Parent/Carer;
- Ask your parents/guardian/teacher permission in writing before we provide transport to you.
- Ask you and your parents/guardians if its ok to take pictures of you;
- Not babysit you, visit you at your home or give you gifts;
- Not call, text or email you or make contact with you on social media;
- Give you guidance that is fair, respectful and appropriate to your age and background; and
- Help you and other children if you feel unsafe, uncomfortable or upset.

## Responsibilities of Children at Warrambui

When you come to stay at Warrambui you also have to behave positively by:

- Telling a staff person, camp leader, teacher or parent if you feel unsafe, upset or uncomfortable;
- Treating other children and adults with respect;
- Following the rules of the activity, event or program;
- Listening to others and being kind;
- Asking your camp leader, teacher or parent/carer (if they are here) if you need to leave the activity;
- Having fun!

Warrambui Retreat & Conference Centre

ABN: 34 937 478 340

322 Greenwood Road • Murrumbateman NSW 2582 • Phone: (02) 6220 1000 • Fax: (02) 6220 1001

E: [office@warrambui.com.au](mailto:office@warrambui.com.au) W: [www.warrambui.org](http://www.warrambui.org)



WARRAMBU I

# Safeguarding Code of Conduct for Young People

## The responsibility of Warrambui Personnel

**Warrambui** personnel have a Code of Conduct that they must follow. This aims to make sure that you are protected from harm and that our activities, events and programs are enjoyable and worthwhile for all participants. The Safeguarding Code of Conduct includes the following:

- **Warrambui** personnel do their best to make sure that you are protected from harm;
- **Warrambui** personnel will wear a uniform and/or will have an appropriate name badge when on duty;
- **Warrambui** personnel will work with your teachers and camp leaders to supervise program participants effectively;
- Parent/guardian permission must be given in writing before we can provide transport to another location;
- **Warrambui** personnel will not take photos of you without you/your parents permission
- We must make sure that personnel to young people ratios are maintained. (Please check with us if you are unsure what is meant by ratios);
- **Warrambui** personnel will not be alone with a young person where they cannot be observed by other **Warrambui** personnel, a camp leader, teacher or parent;
- **Warrambui** personnel are not allowed to exceed their position description details. This means that they cannot be employed for babysitting or visit you at your home. They are not allowed to connect with you through social media, online game rooms, email or text.
- **Warrambui** personnel must use guidance strategies that are fair, respectful and appropriate to your age and background; and
- **Warrambui** personnel are required to report and respond to any incidents of abuse or neglect towards children or young people who participate in our activities, events or programs.

## Responsibilities of Young People at Warrambui

When you stay at Warrambui you also have some responsibilities. These include:

- Letting a staff person or parent know if you are unhappy with the way you are being treated or you don't feel safe;
- Treating other participants and adults with respect;
- Following the rules of the activity, event or program you are participating in;
- Remember there are others in the activity, event or program. You are certainly free to choose your own friends. However, don't stop other young people from enjoying and participating in a program; and
- Listen to others and respect their opinions.

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