




| Policy                     | Professional Conduct & Ethics   |
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| Policy Owner:              | Grant Finlay  |
| Signature:                 |  |
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## RELEVANT DOCUMENTATION

- ACA Code of Ethics and Practice.

## POLICY

Collaborative Connections Counselling (CCC) adheres to a Professional Code of Conduct and Ethics, including a Child Safe Code of Conduct.

It ensures all staff:

1. Practice in a safe, competent and ethical manner, providing quality care to all clients
2. Maintain the necessary competence in their field of practice, including engaging in regular supervision and professional development.
3. Practice in accordance to, and with regard for, the agreed standards of their professional discipline
4. Must not bring discredit upon their profession or business
5. Practice in accordance with laws relevant to their area of practice
6. Only practice within the scope of their experience or training, ensuring appropriate referral to other professionals for clients whose needs exceed these limits
7. Respect the needs, vulnerabilities, dignity, culture, values and beliefs of an individual and any other significant person
8. Respect and protect the rights of children, as outlined in the Human Rights Convention on the Rights of the Child, be they a client or visitor of the Service, or in the care of a client of the Service

Document Title: Professional Conduct and Ethics

Reviewed by: Grant Finlay

Version: 1.0

Effective: Sept 2024

Next Review: Sept 2025



9. Support the health, wellbeing and informed decision making of an individual, respecting their right to Dignity of Risk
10. Promote and preserve the trust that is inherent in the privileged relationship between a staff member and a client and respect both the person and the property of that individual
11. Protect client health information in line with CCC policy and applicable legislation (Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Privacy Act 1988 (Commonwealth))
12. Refrain from engaging in exploitation, misinformation or misrepresentation in regard to all roles and activities
13. Act in an honourable and honest manner in all dealings with the public and other team members
14. Manage dual relationships in an ethical manner.

### **CHILD SAFE CODE OF CONDUCT**

All staff are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children as outlined below. All staff are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

1. Taking all reasonable steps to protect children from abuse
2. Treating everyone with respect
3. Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
4. Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
5. Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
6. Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
7. Ensuring, as far as practicable, that adults are not left alone with a child
8. If an allegation of abuse is made, ensure as quickly as possible that the child/children is/are safe

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Next Review: Sept 2025



9. Encouraging children to “have a say” and participate in all relevant organisational activities wherever possible, especially on issues that are important to them

**Staff MUST NOT:**

1. Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate some time, for example while reading a story book to a small child in an open plan area)
2. Put children at risk of abuse (for example, by locking doors)
3. Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
4. Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
5. Use inappropriate language in the presence of children
6. Express personal views on cultures, race or sexuality in the presence of children
7. Discriminate against any child, including because of culture, race, ethnicity or disability
8. Have contact with a child or their family outside of our organisation (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
9. Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters.
10. Ignore or disregard any suspected or disclosed child abuse.

**Safe Environment**

1. Employees are to perform their duties in a safe and competent manner in accordance with CCC workplace health and safety policies and procedures, and relevant workplace health and safety legislation
2. Staff must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs
3. Staff take action in preventing, identifying and responding to workplace health and safety risks.

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