



## **Child Safe and Young Person Code of Conduct and Standards** **Including Standards of Appropriate Behaviour for Motor Driving Instructors**

### **The Code of Conduct has been developed to:**

Protect the rights of all Sammy's Driving School (SDS) participants.

Provide clear guidelines for the minimum expected behaviour of all SDS staff.

Ensure the safety and protection of children and young people enforcing clear boundaries about appropriate behaviour in accordance with Child Safe Policies and Procedures.

### **Caring for children and young people brings additional responsibilities for Motor Driving Instructors.**

**All Sammy's Driving School (SDS) Motor Driving Instructors (MDI) are responsible for promoting the safety and wellbeing of children and young people SDS MDI's will:**

Always adhere to the SDS child safe and young person wellbeing policy and taking all reasonable steps to ensure the safety and protection of children and young people

Treat everyone with respect and honesty (this includes fellow Instructors, children, young people, parents, and carers. Treat all children and young people equally regardless of age, gender, cultural background, religion, vulnerability, or sexuality.

Be a positive role model to children and young people in all your conduct with them.

Clear ethical boundaries and appropriate behaviour between yourself and the children and young people you work with as a Motor Driving Instructor.

Listen and respond appropriately to the views and concerns of children and young people.

Respond quickly, fairly, and transparently to any serious complaints made by a child, young person, or their parent/guardian

Report suspected harm, or risk of harm to the Child Abuse Report Line on 13 14 78 as soon as practicable

Encourage children and young people to 'have a say' on issues that are important to them.

Provide fair and considered feedback to both children and parents or guardians.

Strictly always adhere to appropriate behaviour for Motor Driving Instructors.

Accept counselling and professional development offered where a breach of the Code of conduct has occurred.

## Standards of appropriate behaviour for Sammy's Driving School (SDS) Motor Driving Instructors (MDI)

Appropriate behaviour	Inappropriate behaviour
Using encouraging, positive words and a pleasant tone of voice. Treating all children and young people in an equal, non-preferential way.	Using insulting words or giving feedback in a negative way. Sending inappropriate emails or messages via SMS or other messaging media.
Encouraging children and young people to 'Follow' informative, driving related Social Media pages, blogs, or other valuable sources of information.	Connecting or becoming friends through any form of social media that allows sharing of personal images, experiences, or details.
Time spent with the children or young people is focussed on the agreed training.	Meeting or dropping off children or young people in secluded locations or at a location not of their choice. Spending time with children and young people beyond what is necessary to conduct the agreed training.
Communicating with children, young people and their parents or guardians in a professional manner Encouraging parent or guardian involvement in the training process.	Discouraging parent or guardian involvement in the training process.
Meeting / dropping off children or young people at their home (where parents / guardians are likely to be present) or other agreed, populated public place.	Any other form of physical touching.
Allowing children and young people their own personal space.	Invading a child or young person's personal space.
Teaching how to operate air conditioning controls to create a comfortable cabin temperature.	Encouraging the removal of an article of clothing 'because it is hot'.
Always referring to children and young people in an appropriate way.	Developing 'special' relationships which could be seen as favouritism or special treatment.
Asking driver training related questions like: Have you been driving lately? Where did you go driving?	Participating in work or social conversations that refer to children and young people inappropriately.

**Any** person who breaches the above code of conduct may be terminated from employment with SDS. For a serious or subsequent breach, legal action may be taken.

For further information please speak to SDS Management or refer to our business policies on the Sammy's Driving School Website.

I agree to abide by the Sammy's Driving School (SDS) code of conduct

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First Formulated	January 2022 V1
Next Review Date	January 2023
Standards	<a href="#">Legal Services Commission</a> <a href="#">Unions Australia</a> <a href="#">Human Rights Commission</a> <a href="#">Equal Opportunity Commission</a> <a href="#">Children and Young People (Safety) Regulations 2017 (SA)</a> <a href="#">National Principles for Child Safe Organisations</a> <a href="#">Child safe environments</a> <a href="#">Rights of every child</a> <a href="#">Department Human Service DHS Critical Client Incidents Policy Coronial</a> Overview of child protection legislation across state and territory jurisdictions <a href="#">Australian Institute of Family Studies</a> <a href="#">Information Sharing Guidelines</a> <a href="#">Unicef – know your rights and responsibilities</a> <a href="#">Children’s rights and responsibilities flyer</a> <a href="#">Department Human Services DHS Critical Incidents</a> <a href="#">Gender diverse, intersex and sexually diverse children and young people</a>
Legislation	<a href="#">Work Health and Safety Act</a> <a href="#">Work Health and Safety Regulations 2012</a> <a href="#">Codes of Practice</a> <a href="#">Safework SA</a> <a href="#">Return to Work SA</a> <a href="#">Sex and Age Discrimination Legislation Amendment Act 2011</a> <a href="#">Australian Human Rights Commission Act 1986</a> <a href="#">Children's Protection Act 1993 (SA)</a> <a href="#">Family Law Act 1975</a> <a href="#">Equal Opportunity Act 1984</a> <a href="#">Children and Young People (Safety) Act 2017</a> <a href="#">Commonwealth Privacy Act 1988</a> <a href="#">State Records Act 1997</a> <a href="#">Guardianship and Administration Act 1993</a> <a href="#">Australian Human Rights Commission Act 1986 (Federal)</a> <a href="#">Crimes Act 1914 (Federal)</a> <a href="#">Fairwork Act 2009</a>
SDS related policies	Child Safe, and Young Person Wellbeing Policy and Procedure Child Safe, and Young Person Wellbeing Risk Policy Statement of Commitment to the Safety and Wellbeing of Children Feedback and Complaints Policy