



Child Safe and Young Person Code of Conduct and Standards

Including Standards of Appropriate Behaviour for Motor Driving Instructors

This Code of Conduct outlines how Sammy's Driving School (SDS) staff and instructors will uphold a safe, respectful, and inclusive environment for children and young people. It aligns with South Australian Government Child Safe Environment (CSEC) standards, the Children and Young People (Safety) Act 2017 (SA), and the National Principles for Child Safe Organisations.

Purpose

This Code aims to protect the rights of all SDS participants, guide expected behaviour for staff and instructors, and ensure the wellbeing and protection of children and young people under our care.

Responsibilities

All SDS Motor Driving Instructors (MDIs) are responsible for promoting the safety and wellbeing of children and young people. SDS staff and contractors will:

- Comply with all SDS Child Safe Policies and Procedures.
- Take all reasonable steps to ensure the safety and protection of children and young people.
- Treat all people with respect, honesty, and fairness, regardless of age, gender, cultural background, or ability.
- Act as positive role models in all interactions.
- Maintain clear professional boundaries and avoid any behaviour that could be misinterpreted as inappropriate.
- Listen to and respond appropriately to the views and concerns of children and young people.
- Report suspected harm, risk of harm, or neglect to the Child Abuse Report Line (13 14 78) as soon as practicable.
- Encourage participation and feedback from children, young people, and parents or guardians.
- Accept supervision, feedback, and professional development where required.

Standards of Appropriate Behaviour

SDS expects all Motor Driving Instructors and staff to demonstrate appropriate, respectful, and professional behaviour at all times. The following examples illustrate appropriate and inappropriate conduct:

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.

Reporting and Complaints

Any person who believes that a child or young person is at risk must report it to the Child Abuse Report Line (13 14 78) immediately. Concerns, complaints, or breaches of this Code can also be reported to the SDS Child Safe Officer via childsafe@sammysdrivingsa.com.au or directly to management.

Training, Screening, and Accountability

All SDS staff and instructors must hold a current DHS Working with Children Check and complete approved Child Safe Environments training. SDS maintains accurate records in compliance with the State Records Act 1997 (SA).

Diversity and Inclusion

SDS is committed to creating a culturally safe environment that values Aboriginal and Torres Strait Islander children and young people, and welcomes diversity in culture, gender, ability, and background.

Review and Continuous Improvement

This Code of Conduct will be reviewed annually or sooner if legislative or operational changes occur. Feedback from staff, parents, and students is encouraged to support continuous improvement.

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.

Declaration

I agree to abide by the Sammy's Driving School (SDS) Code of Conduct and understand that failure to comply may result in disciplinary action or termination of employment.

Name: _____ Signature: _____ Date: _____

First Formulated	January 2022 V1
Next Review Date	Reviewed October 2025 next due October 2030
Standards	Legal Services Commission Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer DHS Incident Management and Reporting Policy 2023 Gender diverse, intersex and sexually diverse children and young people
Legislation	Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Sex and Age Discrimination Legislation Amendment Act 2011 Children and Young People (Safety) Act 2017 (SA) Australian Human Rights Commission Act 1986 Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009
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