



Youth Safety Code of Conduct

Raise is a youth safe; youth friendly organisation and the wellbeing of our mentees is paramount. Our early intervention programs for young people require an environment which is welcoming for all participants and encourages best practice mentoring outcomes. To maintain our high ethical standards, we require all adult participants (employees, volunteers, interns, or trainees) to adhere to this Youth Safety Code of Conduct, both during their participation in our programs, and after completion.

We note that any references to young people in the Raise Program includes any students attending schools participating in the Raise Program (whether mentee or not). All employees, volunteers, interns, or trainees of Raise are responsible for the safety and wellbeing of young people who engage with Raise.

As a not-for-profit organisation working directly with young people, Raise is bound by the [National Principles for Child Safe Organisations](#).

I WILL

- I will act in accordance with Raise's Policy Manual, Youth Safety Code of Conduct and Youth Safety Framework at all times.
- I will behave respectfully, courteously, and ethically towards young people, their families, other mentors, Raise employees and school team members.
- I will treat all young people with respect, regardless of race (which includes nationality and ethnic or national origin), sex, gender identity or intersex status, marital status, sexual orientation, perceived or actual age, maternity, pregnancy, breastfeeding, family or carer's responsibilities, political opinion, religion, belief, physical or mental disability or some other characteristic specified under anti-discrimination or human rights legislation.
- I will ensure Aboriginal and/or Torres Strait Islander young people and families feel supported to express their culture in a safe and inclusive environment.
- I will as a mentor, bring risk of harm concerns for young people to the immediate attention of the Raise Program Counsellor.
- I will record and act on complaints and inappropriate behaviour.
- I will be a positive role model to young people in the Raise program and in all my conduct with young people.
- I will set and maintain clear boundaries between myself, young people, other volunteers as well as Raise staff, so I can carry out my role well.
- I will always stay insight of the Program Counsellor when mentoring in person.
- I will report conflicts of interest or potential conflicts with a Raise staff member.
- I will participate in the Raise program consistently and reliably unless legitimate circumstances prevent doing so.

Name: Signature: Date: /..... /.....

- I will immediately notify my Program Counsellor or a member of the Engagement Team if I have been charged with, or convicted of, any offence that relates to child exploitation and/or abuse. As a Raise staff member, I will notify my immediate manager.
- I will as a mentor immediately notify my Program Counsellor or a member of the Engagement team if I have been served with a personal safety intervention order, family violence intervention order, restraining order, or apprehended violence order. As a Raise staff member, I will notify my immediate manager.
- I will ensure my interactions with young people are focussed on the young person, are relevant to them and not purely my own personal interest.
- I will adhere to the Department of Education’s Code of Conduct in my State or Territory. Or, in the case of independent and non-government schools, any policies or guidance issued by the relevant educational authority when in schools.
- I will remain on school premises only for the duration of each Raise program as agreed upon by Raise. E.g. from 11 am to 1pm.
- I will sign in for a visitor’s pass and wear a visitor’s badge while on school premises if available or as required by the school.
- I will ensure I am appropriately attired for mentoring regardless of whether the session is in person or online.
- I will have my camera on and obscure my virtual background if participating in online mentoring or learning.
- I will only use my first name when participating in mentoring.
- I will only use the online mentoring platform at the designated times and agreed sessions as detailed by Raise.

I WILL NOT

- I will NOT provide my surname to young people or their families or caregivers as a mentor. E.g. A mentor will not share their last name, verbally, in writing, or by online nicknames or titles.
- I will NOT ask a young person’s last name or the last name of their caregiver/s or family.
- I will NOT offer to loan, give money or gifts of any nature to young people or their families or caregivers. E.g. I will not buy a mentee a hot chocolate or offer to support them professionally after graduation.
- I will NOT instigate any form of physical contact with young people E.g. I will not hug a young person or pat them on the back.
- I will NOT do things of a personal nature that a young person can do for themselves. E.g. change clothes or go to bathroom.
- I will NOT arrange personal contact, in person or online contact, with any school students or their family during or after completion of the Raise program. E.g. I will not attend sports or recreational activities or meet for coffee or meals.

Name: Signature: Date: /..... /.....

- I will NOT share my contact details in any form. E.g. phone number, business card, business details, email, social contact details, google documents or links with any young person or their caregiver/s or family.
- I will NOT develop a relationship with any young person that is beyond the scope of my role as a mentor. E.g. I will not develop a friendship, provide babysitting or provide professional support to any young person or their caregiver/s or family.
- I will NOT use my position with Raise to promote my personal ventures (services, business, or products). E.g. I will not use Raise to promote my business, or products for sale or free.
- I will NOT engage in any unlawful activity with, or in relation to, a young person.
- I will NOT engage in any activity that is likely to harm a child or young person physically, sexually, or emotionally.
- I will NOT be alone with a young person (in person/ face to face) at any time. E.g. I will not move out of the line of sight from the program counsellor when I am with a young person.
- I will NOT accept any invitation that young people or their family, caregiver/s, or young people's friends send to join their social networking sites. E.g. I will not join my mentee's mother's business Instagram account.
- I will NOT use inappropriate language in the presence of young people or show or provide young people with access to inappropriate images or material. E.g. I will not show inappropriate TikTok links or videos to young people.
- I will NOT provide personal information about young people to anyone other than a Raise staff member unless required to do so by legislation. E.g. I will not publish, post online or in podcast any personal details about a young person.
- I will NOT share personal devices unless approved by the Raise Program Counsellor, including file storage devices.
- I will not share document sharing platforms unless approved by the Raise Program Counsellor. E.g. I will not share google documents or other online document sharing or collaboration platforms.
- I will NOT take photographs or videos of young people without prior written consent from Raise and, if doing so, such photography will only be taken on Raise devices. E.g. I will not take a selfie with my mentee or any young person at graduation.
- I will NOT take screenshot images while participating in Raise programs online for training or mentoring sessions with young people.
- I will NOT consume alcohol or illegal drugs, or smoke including e-cigarettes, while performing Raise mentoring (including online).
- I will NOT provide alcohol or drugs to a young person.
- I will NOT refer a young person or any student to external services or professionals. E.g. I will not make referrals or recommendations about services not listed in the Raise Foundation Mentoring Course Mentor Handbook.
- I will NOT share online meeting passwords or details with anyone.
- I will NOT hold up notes, signs, or images if participating in online mentoring. E.g. I will NOT hold up photographs or devices to the camera.

Name: Signature: Date: /..... /.....

- I will NOT use the Raise brand without legal consent from Raise. E.g. I will not use the Raise brand in promotional material or written works, whether for purchase or free.

I agree to abide by this Youth Safety Code of Conduct during my employment or volunteering at Raise. Raise is a youth safe; youth friendly organisation and the wellbeing of our mentees is paramount.

Each of the above conditions has been included to protect Raise mentees, improve positive outcomes, and protect volunteers and staff to ensure that everyone understands their responsibilities and the boundaries of the mentoring relationship at Raise.

If I think this Youth Safety Code of Conduct has been breached by another person at Raise bound by the Youth Safety Code of Conduct, I will act to prioritise the best interests of young people. This means:

- I will take actions promptly to ensure that young people are safe.
- I will, as a Raise mentor, promptly report any concerns to a Raise Program Counsellor or a Raise Youth Safety Specialist. As a Raise staff member, I will report the concerns to the Youth Safety Officer, the People & Culture Director, the Chief Executive Officer or another manager or leader at Raise.
- I will follow Raise's policies and procedures for receiving and responding to complaints and concerns.
- I will comply with Raise's policy on internal and external reporting risks of harm.

I agree to abide by this Youth Safety Code of Conduct during my employment or volunteering at Raise and after its completion. As a volunteer, I understand that any breach of this Youth Safety Code of Conduct will result in a discussion with a Raise staff member, and ongoing breaches, or a serious breach will result in my withdrawal from Raise. Breaches of this Youth Safety Code of Conduct by Raise employees will be treated seriously and could lead to disciplinary proceedings. I further agree to abide by the Youth Safety Code of Conduct.

Document Control

Version	Date	Approved by	Responsible individual	Changes
1	26/11/2024	People and Culture Director Emily DALE	Youth Safety Specialist	Annually

Name: Signature: Date: / /