

Code of Conduct - Raise Foundation

Raise Foundation is a youth safe, youth friendly organisation and the wellbeing of our Mentees is paramount. Our high-quality programs for young people require an environment which is welcoming for all participants and encourages best-practice mentoring outcomes. In order to maintain our high ethical standards, we require all adult participants (staff and volunteers) to adhere to this Code of Conduct, both during their participation in our programs, and after their completion.

DO

Treat everyone with respect and honesty

Bring risk of harm concerns for our young people to the immediate attention of a Raise team member

Record and act on complaints and inappropriate behaviour

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

Set clear boundaries between yourself and our young people so you can carry out your role well

Sign in for a visitor's pass and wear a visitor's badge whilst on school premises

Always have another adult present or in sight when you are with a young person

Report conflicts of interest or potential conflicts so that it can be managed carefully

Participate in the program consistently and reliably unless legitimate circumstances prevent doing so

Ensure your activities are led by the young person, that they are relevant to them and not your own personal interest

Follow the policies and procedures set out in our Policy Manual and our Youth Safety Framework

Adhere to the Department of Education's Code of Conduct in your State, if volunteering or working in school/s

DO NOT

Offer to loan, give money or gifts of any nature to young people in our programs

Instigate any form of physical contact with young people apart from a handshake

Do things of a personal nature that a young person can do for themselves (ie changing clothes, going to bathroom)

Develop a relationship with any young person that is inappropriately overinvolved

Have a sexual relationship with a young person in our program, or use sexual innuendo or material with them

Invite our young people to join your social networking sites or accept their invitations to join theirs

Exchange contact details or arrange to meet our young people outside of our programs

Transport a young person in your car without prior approval from a Raise staff member

Provide personal information about our young people to anyone other than program staff

Take photographs or videos of the young people in our programs without written prior consent

Consume or have consumed drugs or alcohol, or smoke, when volunteering or working with young people

Refer our young people to external services or professionals

Each of the above conditions has been designed to protect our Mentees and to improve positive outcomes from our program for them. They have also been designed to protect our volunteers and colleagues and to ensure that everyone understands their responsibilities and the boundaries of the mentoring relationship at Raise Foundation. Any breach will result in a discussion with a Raise staff member and ongoing breaches or a serious breach may result in Raise Foundation withdrawing you from the organisation.