

## UNIQ You Code of Conduct

*Last Updated: 16<sup>th</sup> of February 2026*

UNIQ YOU is committed to the safety and wellbeing of children and young people. Our company recognises the importance of, and a responsibility for, ensuring our company is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

UNIQ YOU is committed to implementing and upholding the National Principles for Child Safe Organisations and embedding child safety and wellbeing in organisational leadership, governance and culture.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy and professional standards, codes of ethics as these apply to staff and other personnel.

The CEO and facilitators of UNIQ YOU will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly online career guidance sessions and other learning environments.

The Board and leadership team are responsible for ensuring child safety is embedded in governance, decision making, risk management and organisational culture.

The CEO and facilitators of UNIQ YOU will also provide information and support to enable the Code of Conduct to operate effectively. All staff, contractors, volunteers and any other member of the company involved in child related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below.

The Code of Conduct applies in all UNIQ YOU situations, including the use of digital technology and social media.

The following Code Of Conduct includes an Individual's Commitment to the Code of Conduct, as well as comprehensive information regarding risk management processes for the following categories:

- Children's Rights, Safety, Information and Participation
- Supervision of Children in an Online Environment
- Behaviour Management
- Photography Policy

- Use of Technology and Social Media
- Dress, Attire and Sun Safety
- Bullying, Discrimination and Sexual Harassment
- Zero Tolerance to Racism
- Reporting Racism
- Confidentiality of Information

## Children's Rights, Safety, Information and Participation

UNIQ YOU recognises that children and young people are rights holders and are entitled to be safe, informed, heard and respected in all interactions with the organisation.

UNIQ YOU is committed to ensuring children and young people can access culturally appropriate, age appropriate and child friendly information that enables them to understand:

- their right to safety
- their right to be heard and taken seriously
- their right to information
- their right to participate in decisions that affect them
- how to raise concerns or complaints

Children's views are actively sought and taken seriously. UNIQ YOU supports children to express their opinions and concerns in ways that are safe, accessible and appropriate to their age, development and cultural context.

To support children's understanding of their rights and available supports, UNIQ YOU promotes and makes available the following resources

- [Kids Helpline](#)
- [Australian Government Child Safety](#)
- [Australian Human Rights Commission – Children's rights](#)
- [National Principles for Child Safe Organisations – Child friendly poster](#)

## Individual's Commitment to the Code of Conduct

All paid and unpaid staff, including volunteers, interns or trainees of UNIQ YOU are responsible for the safety and wellbeing of children and young people who engage with UNIQ YOU. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

All personnel engaged in child related work must hold and maintain a valid Working With Children Check (or equivalent clearance as required by law).

## I will:

- Act in accordance with UNIQ YOU's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families, educators and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or nonverbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in UNIQ YOU.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their educator.
- Take all reasonable steps to ensure the cultural safety of Aboriginal and Torres Strait Islander children and young people.
- Take all reasonable steps to ensure the safety and inclusion of children with disability and children from culturally and linguistically diverse backgrounds.
- Wear attire that is professional in nature when engaging a call.
- Engage in online calls with a professionally suitable background/image.
- Contribute, where appropriate, to UNIQ YOU's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by UNIQ YOU's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with UNIQ YOU's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by *the Child Protection Act 1999* and by UNIQ YOU's policy and procedure on internal and external reporting.
- Comply with UNIQ YOU's protocols on communicating with children.
- Comply with *the Privacy Act 1988 (Privacy Act)* and UNIQ YOU's policies and procedures on record keeping and information sharing.

## I will not:

- Engage in any unlawful activity with or in relation to a child.

- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Initiate unnecessary physical contact with children or exhibit behaviours with children which may be construed as inappropriate.
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person.
- Engage in open discussions of a mature nature in the presence of children
- Discriminate against any child or their family members, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- Be alone with a child unnecessarily.
- Put children at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur).
- Develop inappropriate relationships with children or young people.
- Display violent behaviour towards a child.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to UNIQ YOU's activities.
- use any computer, mobile phone, or video and digital camera to exploit or harass children or expose children to offensive or sexualised content.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by UNIQ YOU's policy and procedure on reporting.
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child or young person
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person in UNIQ YOU I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager, the Chief Executive Officer or another manager or leader in UNIQ YOU
- Ensure that children and families are informed about how to raise concerns or complaints and that complaints are taken seriously, responded to promptly and handled fairly.
- Follow UNIQ YOU' policies and procedures for receiving and responding to complaints and concerns.

- Comply with all legislative requirements on reporting, if relevant, and with UNIQ YOU' policy and procedure on internal and external reporting

## Supervision of Children in an Online Environment

*The following information pertains specifically to UNIQ YOU staff and Educators at participating schools.*

At its most basic level, supervision helps to protect children from harm and hazards that may arise in their daily experiences. Adequate supervision means that an adult can respond immediately, including when a child is distressed or is in a hazardous situation.

Supervision is constantly observing and relating to individual children and groups of children to contribute to their safety, health and wellbeing. It involves more than preventing or responding to potential or actual harm and hazards. It requires UNIQ YOU staff to be actively involved with children and have knowledge of what each child is doing at any given time of the day.

Consistent with their duty of care to students, Educators are required to adequately supervise students when using digital technology in the classroom. Educators should have measures in place to ensure students are appropriately supervised when engaged in online learning. Such measures might include:

- moving around the room to regularly monitor screens
- installing remote access software that enables teacher access to individual students' 1 to 1 learning device used in class
- actively reinforcing learning and behavioural expectations during the activity

This will support our service to achieve and deliver a high quality program that engages with children to get the best possible outcomes for them.

Educators and Industry Advisors must have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment.

UNIQ YOU conducts and reviews formal child safety risk assessments at least annually, and whenever new programs or technologies are introduced, to identify and manage risks of child harm in online and physical environments.

## Behaviour Management (Ethical Standards of Behaviour)

UNIQ YOU has high expectations of staff, volunteers and participants. The following clearly outlines the behaviour management policies of UNIQ YOU and how staff and volunteers are expected to manage challenging behaviours in accordance with the code of conduct

Keep in mind the children and youth UNIQ YOU have as participants are young and sensitive. Behaviour, language in particular, can be misinterpreted as children have different comprehensive skills due to their development or age. It is the responsibility of UNIQ YOU staff and volunteers to ensure clarity and a supportive tone is used at all times.

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> <li>● Maintain an age-appropriate level of language</li> <li>● Avoid ambiguity and be precise</li> <li>● Use nurturing or positive tone</li> <li>● Be respectful and kind</li> </ul>	<ul style="list-style-type: none"> <li>● Abusive, aggressive language or swearing</li> <li>● Sexual or explicit innuendo</li> <li>● Derogatory remarks</li> <li>● Be negative or judgmental</li> <li>● Deliberately attempt to confuse or coerce a child</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>● Be positive</li> <li>● Inclusive and welcoming</li> <li>● Encourage participants</li> <li>● Exhibit safety, including sun smart and activities</li> </ul>	<ul style="list-style-type: none"> <li>● Be threatening</li> <li>● Act dismissive</li> <li>● Be deliberately exclusive</li> <li>● Bully or belittle others</li> <li>● Unsafe or risk-taking</li> </ul>

We promote a safe, happy and inclusive environment at our events at all times. We do not tolerate any exclusive or hurtful behaviour, and staff and volunteers are to be respectful to participants, their parents or legal guardians and other staff or volunteers.

Any concerns about unacceptable behaviour that has been conducted by UNIQ YOU staff for volunteers must be reported to UNIQ YOU Company director who will follow this up with appropriate disciplinary action and have the incident recorded on their file.

### Dealing with Participants Bad Behaviour.

It is not UNIQ YOU policy to apply disciplinary action in the event of bad behaviour being conducted by a participant in an online career guidance call.

If a participant is seen to be exhibiting inappropriate behaviour during an online career guidance call, the Educator will pause or conclude the call and follow school procedures,

informing UNIQ YOU leadership as appropriate. UNIQ YOU does not directly discipline students and respects school authority structures.

The CEO will make a record of the incident and follow up any further discussion or actions.

## **Photography Policy**

UNIQ YOU has the following expectations for staff and volunteers outlining when and how to take appropriate photographs of participants taking part in online calls, for the purposes of appropriately documenting or publicising the events, in circumstances where it would be appropriate to take photographs or videos of a child or young person while participating in activities.

Written, informed consent from a parent or legal guardian must be obtained prior to capturing or publishing any image or recording of a child. Consent records must be securely stored.

Advisor Volunteers or Educators must not take photographs, screenshots or recordings of children participating in the UNIQ YOU service at any time.

UNIQ YOU staff are only allowed to distribute or publish any photos or videos after obtaining written approval from the CEO or an officially appointed officer. At no point in time can any identifying information about a child be disclosed or included in any publishing of any photograph, including tagging or mentions on social media.

The following guidelines are to be adhered to in relation to the use of photographs or videos (including on social media), for example:

- Checking when it is appropriate to publish a photograph of a child or young person.
- ensuring children are appropriately clothed and the photos are appropriate for the accompanying article or advertisement.
- limiting, where possible, the ability for photographs to be copied or redistributed by removing Share or tagging functions.

All UNIQ YOU content that is generated as posts on social media or advertisements on websites must be approved prior to publishing by the CEO who will ensure it's appropriateness.

Issues which arise from inappropriate usage of electronic devices or inappropriate conduct on social media can take any of the following forms:

- developing inappropriate relationships with children or young people

- arranging personal contact, including online contact, with children you are working with for a purpose unrelated to UNIQ YOU' activities.
- the use of any computer, mobile phone, or video and digital camera to exploit or harass children or expose children to offensive or sexualised content
- disclosure of personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless required to do so by law or UNIQ YOU's policy and procedure on reporting.
- the use of inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language toward a child or young person on social media platforms or web forums.

Any inappropriate usage of electronic devices or conduct on social media by participants, staff or volunteers is to be reported to the CEO who will address it directly with the participant, staff member or volunteer.

## **Dress and Attire**

UNIQ YOU staff and volunteers are expected to dress professionally and appropriately for the purpose of conducting an online video call with children participants and their Educators.

All UNIQ YOU staff and volunteers must wear clothing and footwear appropriate to their role and activity in accordance with Workplace Health and Safety requirements.

While interpretation of dress standards is a personal issue, it is recommended that staff do not wear revealing clothing (eg. low cut tops, short skirts or shorts) or ripped clothing, clothing depicting contentious words and/or graphics, or excessive body piercing. Shoe-string or strapless tops and clothes where the midriff is clearly in view are not considered appropriate clothing. Shirts with buttons and/or collar are preferred.

## **Visible backgrounds**

Industry Advisor Volunteers and Educators must be conscious of what appears in the background of a video call.

It is recommended that video calls take place in a quiet area with a plain background. Background images, whether physical or virtual, should be professional and appropriate for the purpose of conducting an online video call with children participants.

## **Bullying, Discrimination and Sexual Harassment**

UNIQ YOU has a zero tolerance policy on bullying, discrimination and sexual harassment of participants, UNIQ YOU staff or volunteers.

Bullying behaviour may include but are not limited to, for example, any of the following types of behaviour:

- aggressive or intimidating conduct
- belittling or humiliating comments
- spreading malicious rumours
- teasing, practical jokes or 'initiation ceremonies'
- exclusion from activities or events
- unreasonable work expectations, including too much or too little work, or work below or beyond a participant or staff member's skill level
- displaying offensive material
- pressure to behave in an inappropriate manner
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- denying access to information, supervision, consultation or resources to the detriment of the participant or staff member

Any report of bullying, discrimination or sexual harassment will be documented and securely stored in accordance with UNIQ YOU's record keeping and information management policies.

## **Zero Tolerance to Racism**

UNIQ YOU has zero tolerance for racism in any form.

Racism includes behaviour, language, policies or practices that discriminate against, stereotype, exclude or disadvantage a person or group based on race, ethnicity, cultural identity or Aboriginal and Torres Strait Islander identity. Racism may be overt or subtle, intentional or unintentional.

UNIQ YOU is committed to creating a culturally safe environment for all children and young people, particularly Aboriginal and Torres Strait Islander children and young people, and children from culturally and linguistically diverse backgrounds.

Racist behaviour by staff, volunteers, advisors, educators or participants will not be tolerated and may result in disciplinary action, removal from programs or termination of engagement.

## Reporting Racism

Children, families, educators, advisors and staff may report concerns about racism or culturally unsafe behaviour to:

- The Chief Executive Officer
- A nominated Child Safety Contact (where applicable)

Reports may be made verbally or in writing. Concerns will be:

- Taken seriously
- Responded to promptly
- Documented securely
- Managed fairly and respectfully
- Addressed in a way that prioritises the safety and wellbeing of children

No person will be victimised or disadvantaged for raising a concern in good faith

## Confidentiality of information

All employed UNIQ YOU staff members are required to sign an NDA upon commencement of their employment or event. All volunteers engage with the company under the proviso that they understand that any personal information shared with them is confidential.

Managing confidentiality of information protocols can be found in the UNIQ YOU Privacy policy on the website: [www.uniqyou.com.au](http://www.uniqyou.com.au)

UNIQ YOU handles sensitive information such as contact details and information regarding children under the age of 18. It is therefore an expectation that this content is under no circumstances shared or made public and that all passwords and security or logon information is kept confidential at all times.

Under the suspicion that there has been a breach of confidentiality for any children or participants of UNIQ YOU events the CEO is to be contacted immediately.

Access to child related information is restricted to authorised personnel only and is managed through role based access controls and secure storage systems.

## **Use of relevant forms for documentation**

For any notification or breach of the Code of Conduct that requires reporting UNIQ YOU staff and volunteers are to follow the correct protocols for doing so and use the forms made available to them on the UNIQ YOU Google drive, website or email.

This Code of Conduct is reviewed at least annually and after any significant child safety incident to ensure continued alignment with legislation and the National Principles for Child Safe Organisations.

## **Other documents relating to the Code of Conduct**

- **Child and Youth Risk Management Strategy** [click here](#)
- **Child Safety & Well Being Policy** [click here](#)
- **Cultural Safety Policy** [click here](#)
- **Handling Disclosures or Suspicions of Harm Policy** [click here](#)
- **Managing Breaches Plan** [click here](#)
- **National Security & Cyber Risk Management Plan** [click here](#)
- **Privacy Policy** [click here](#)