

# GIRL GUIDES AUSTRALIA

## CODE OF CONDUCT



### CODE OF CONDUCT FOR GIRL GUIDES AUSTRALIA AND STATE GIRL GUIDE ORGANISATIONS

#### OUR COMMITMENT

Girl Guiding is a place where everyone, and children in particular, should always feel safe, respected and included.

We do not accept any kind of abuse or harm.

We support the cultural safety of Aboriginal and Torres Strait Islander children and respect their identity and connection to culture.

We also value the role of families and carers in keeping children safe and welcome their input.

*Note: In this Code, the word children includes all children and young people under the age of 18 who take part in Guiding activities.*

Adults in Guiding –volunteers, staff, and helpers—must follow this Code to help keep everyone safe.

#### OUR VALUES

We follow the Girl Guide Promise and Law to guide how we act.

The Girl Guide Promise

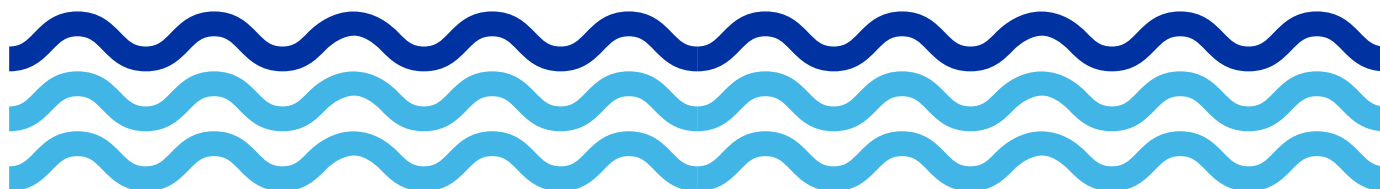
**I promise that I will do my best  
To be true to myself and develop my beliefs  
To serve my community and Australia  
And live by the Guide Law**

The Guide Law

As a Guide I will strive to:

- Respect myself and others
- Be considerate, honest and trustworthy
- Be friendly to others
- Make choices for a better world
- Use my time and abilities wisely
- Be thoughtful and optimistic
- Live with courage and strength

Adults in Guiding should show these values in what they say and do.



# OUR CODE OF CONDUCT

## GIRL GUIDES AUSTRALIA



The Code sets the standards of behaviour expected of all Adults in Guiding. It is written so that all adult members, volunteers and employees of GGA and State Girl Guide Organisations are aware of their obligations and responsibilities and it's essential to our commitment to being a Child Safe Child Friendly community.

It outlines both:

- ✓ what behaviours are expected
- ✗ what behaviours are not acceptable

### 1 LIVING THE GIRL GUIDE PROMISE AND THE GUIDE LAW

#### How I show this:

- ✓ I take responsibility for what I do and how I speak, and act with respect toward everyone – including children, young people and families in the Guiding community
- ✓ I am honest and trustworthy
- ✓ I always try to do my best and recognise that everybody else's best is different.

#### What not to do:

- ✗ Treat anyone unfairly or disrespectfully
- ✗ Act in a way that is intended to hurt or upset others.

### 2 FOLLOW AUSTRALIAN LAW AND OUR ORGANISATIONAL RULES AND POLICIES

#### How I show this:

- ✓ I follow all Commonwealth, State and Territory laws
- ✓ I follow the Child Safe Child Friendly Framework and GGA and my SGGO's policies and procedures
- ✓ I understand my role and only do the tasks that are part of my volunteer position or job.

#### What not to do:

- ✗ Allow or encourage girls to drink alcohol, smoke, vape or use drugs
- ✗ Take or misuse Girl Guide money
- ✗ Be dishonest or do anything illegal while representing Girl Guides.

### 3 KEEP EVERYONE SAFE AND HAPPY

#### How I show this:

- ✓ I listen to Girl Guides, and take what they say seriously and respond appropriately
- ✓ I report any conduct seen or heard that does not comply with Child Safe Child Friendly practice required under the GGA Child Safe Child Friendly Framework
- ✓ I call 000 if a child or young person is at immediate risk or harm.
- ✓ I comply with the GGA Supervision Ratio Policy
- ✓ I only talk about age-appropriate topics with young people
- ✓ I keep clear boundaries and act as a trusted adult
- ✓ I stay up to date on what I need to know about keeping children safe
- ✓ I seek help from another Adult in Guiding if I am unsure about what to do.

#### What not to do:

- ✗ Ignore or disregard any concerns, suspicions or disclosures of child abuse or neglect (including harm or risk of harm)
- ✗ Engage in any form of physical, emotional, sexual, or verbal abuse or harm
- ✗ Go into places like changing rooms, tents, or sleeping areas when girls are getting changed or are in bed – unless there's another adult with me or it's an emergency
- ✗ Give personal care like toileting or dressing unless it's an emergency or I'm their parent or carer
- ✗ Drive a girl alone unless she's my child or there's an emergency
- ✗ Message or chat privately with a Youth Member online or on social media
- ✗ Make a girl feel uncomfortable or show special treatment to one person
- ✗ Develop special relationships with a Youth Member, including one-on-one sessions, giving unwarranted individual gifts or showing favouritism
- ✗ Share or give out any inappropriate material
- ✗ Share or take photos or videos without permission of a parent/carers AND the Youth Member.

## 4

### BE FAIR AND INCLUSIVE

#### How I show this:

- ✓ I treat everyone with the same respect that I expect from others
- ✓ I include people and make sure everyone feels welcome
- ✓ I promote participation and empowerment of First Nations children and young people and ensuring cultural safety for all
- ✓ I do not accept racism or unfair treatment of any kind
- ✓ I focus on people's strengths, rather than their differences
- ✓ I involve Youth Members in decision making about activities and processes that impact them.

#### What not to do:

- ✗ Use language that could be offensive or discriminatory
- ✗ Judge people based on stereotypes or biases
- ✗ Treat anyone unfairly because of who they are
- ✗ Bully, harass or disrespect anyone in Girl Guides.

## 5

### RESPECT EVERYONE'S PRIVACY

#### How I show this:

- ✓ I keep clear and honest records when needed and store them safely
- ✓ I only share information if it helps keep someone safe
- ✓ I dispose of personal information securely when it is no longer required and in accordance with GGA and my SGGO's policies and procedures.

#### What not to do:

- ✗ Talk about someone when they aren't there, unless it's part of my job or needed for safety
- ✗ Discuss sensitive information in public or with people who shouldn't know.

## 6

### ACT APPROPRIATELY AND BE A GOOD ROLE MODEL

#### How I show this:

- ✓ I use positive and encouraging language
- ✓ I speak kindly and respectfully to others
- ✓ I think about my tone and how my words might make others feel.

#### What not to do:

- ✗ Smoke, vape or be under the influence of alcohol or drugs at any Girl Guide activity.

## 7

### REPRESENT GIRL GUIDES POSITIVELY

#### How I show this:

- ✓ I act in a way that supports and encourages other members, volunteers and staff
- ✓ When I represent Girl Guides, I promote its values and beliefs
- ✓ I make sure my actions are honest, responsible and respectful.

#### What not to do:

- ✗ Share personal beliefs or opinions that don't fit with values expressed in the Girl Guide Promise and Guide Law
- ✗ Break copyright rules or misuse GGA materials.



# CHILD SAFE CHILD FRIENDLY REPORTING OBLIGATIONS

Girl Guides has **ZERO** tolerance to child abuse, neglect, harm or risk of harm

## WHAT THIS MEANS

If any Adult in Guiding thinks, suspects, or even feels worried, that any child or young person has been abused or harmed they must report it even if they're not sure. It is always better to report than to ignore a concern.

## If it's an emergency call 000

Adults must follow the steps in Element 8 of the Child Safe Child Friendly Framework to report their worries. This means they must act as if they are a "mandated reporter", someone who has a duty to tell the right people when a child might be unsafe.

## BREACHES OF THE CODE OF CONDUCT

In Girl Guides, we aim to create a safe, caring, and respectful environment for everyone.

When someone follows the Code of Conduct, it helps make Girl Guides a great place to be.

## RECOGNISING POSITIVE BEHAVIOUR

We encourage everyone to notice and thank people who act kindly, include others, and help make Guiding safe and fun.

## IF SOMEONE BREAKS THE CODE

If you see or hear something that goes against this Code of Conduct, speak up.

You can share your concerns by following the reporting requirements of Girl Guides Australia or your State Girl Guide Organisation. This helps keep everyone safe and treated fairly.

## KEEPING THE CODE OF CONDUCT STRONG

This Code will be reviewed regularly to make sure it stays up to date and continues to protect children and young people.

## SUPPORTING DOCUMENT

[Child Safe Child Friendly Framework](#)

