Aikido Victoria
(Aiki-Kai) Inc.
Part of the National Aikido Association of Australia
The first, and largest, Aikido association in Australia
Offically recognised by the Aikido World Headquarters

Safeguarding Children and Young People

Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children and young people.

The Code of Conduct aims to protect children and young people and reduce any opportunities for abuse or harm to occur. It also helps Officials, Instructors, Assistant Instructors, Children's Instructors, Students, Parents, Guardians, Carers, Volunteers, and Visitors by providing them with guidance on how to best support children and young persons. This Code of Conduct applies to all people involved in Aikido Victoria (Aiki-Kai) Inc's aikido classes, including any Visitors.

If any person believes a child or young person is at immediate risk of child abuse or harm, telephone 000.

All Aikido Victoria (Aiki-Kai) Inc Officials, Instructors, Assistant Instructors, Children's Instructors, Students, Parents, Guardians, Carers, Volunteers and Visitors are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other policies available on the Aikido Victoria Website www.aikidomelbourne.org.au
- Taking all reasonable steps to protect from abuse or harm and promote the safety and wellbeing of all children and young people.
- Treating everyone with respect, including listening to and valuing their ideas and opinions.
- Welcoming all children and young people and their families, carers and guardians and being inclusive.
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children and young people who are Aboriginal, Torres Strait Islander or culturally or linguistically diverse and those with additional needs and/or a disability.
- Modelling appropriate adult behaviour and demonstrating appropriate personal and professional boundaries by following the 'never alone rule'.
- Listening to children and young people and responding to them appropriately.
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately, and treating them seriously and with respect.
- Complying with our guidelines on physical contact with children and young people.
- Working with children and young people in an open and transparent way – everyone should always know about the work we are doing with children and young people.

- Respecting the privacy of children and young people and their families, and only disclosing information to people who have a need to know.

Aikido Victoria (Aiki-Kai) Inc Officials, Instructors, Assistant Instructors, Children's Instructors, Parents, Guardians, Carers, Visitors, Students and Volunteers **MUST NOT**:

- Seek to use children and young people in any way to meet the needs of adults.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm.
- Use prejudice, oppressive behaviour or language with children and young people.
- Engage in rough physical games.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with children and young people or do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Develop 'special' relationships with children or young people or show favouritism through the provision of gifts or inappropriate attention.
- Exchange personal contact details such as phone numbers, social networking sites or email addresses with children and young people.
- Have unauthorised contact with children and young people online or by phone.

Never Alone Rule

All Aikido Vic (Aiki-Kai) Inc Officials, Instructors, Assistant Instructors, Children's Instructors, Students, Parents, Guardians, Carers, Volunteers and Visitors should avoid one-to-one, unsupervised situations with children and young people. Activities and/or discussions with children and young people are to be conducted in view of others.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Aikido Victoria (Aiki-Kai) Inc.

- Linda Godfrey, Victorian Area Representative, godlinda@gmail.com, 0418 391 674 or
- Ruihong Lu, Child Safe Officer, childsafe@aikidomelbourne.org.au 0423 623 111

This Code of Conduct will be reviewed by Aikido Victoria (Aiki-Kai) Inc annually.

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____ Signature: _____

Role: _____ Date: _____