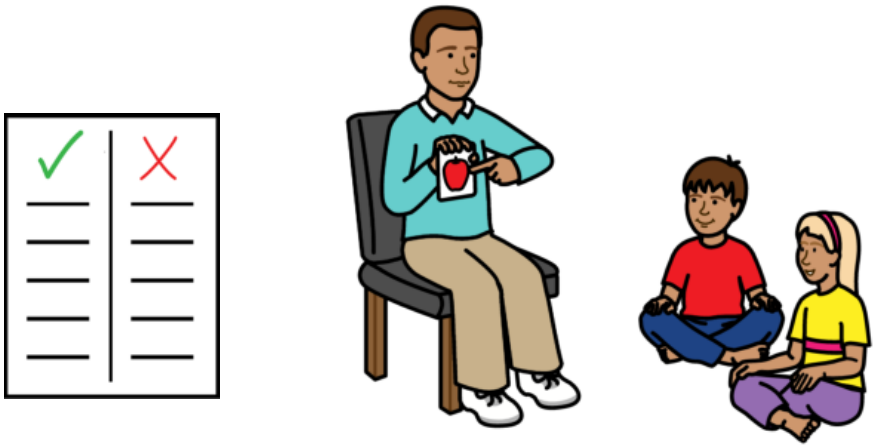


Code of conduct

Rules for your work with young people

Mpower

Easy English

Hard words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**

- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book

- know what this book is about



- find more information.

We will write contact information at the end of this book.

About this book

This book is from **Mpower**.



Mpower is a community group that helps

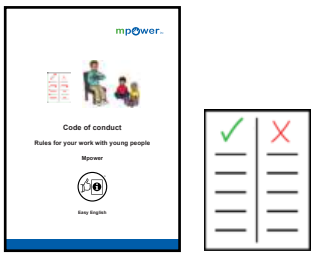
- children



- young people

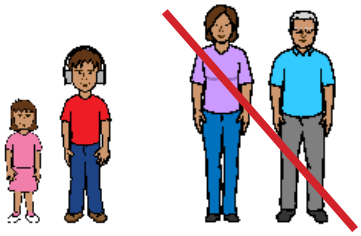


- parents and carers.



This book is about our **code of conduct**.

Code of conduct means the rules you **must** follow to keep children and young people safe.



Young people in this book means everyone under 18 years old.

Who must follow the code of conduct?



You and everyone who works for Mpower **must** follow our code of conduct.



People who work for us include

- employees



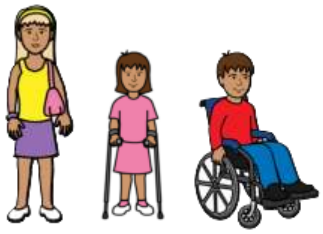
- volunteers and students



- suppliers.

What you must do

Welcome everyone



You **must** **respect** all the young people you support no matter their

- ability



- culture



- looks



- opinions.



Respect means

- you make everyone feel welcome



- you understand everyone is important



- you are kind to everyone.

Listen to everyone



You **must** give all young people the support they need to take part in our activities.



All young people at Mpower should feel safe to talk about things that are important to them.



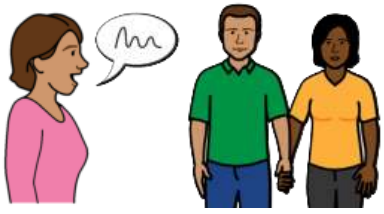
If a young person tells you about a worry or concern you **must**

- listen to them



- show that you care

- check how you can help.

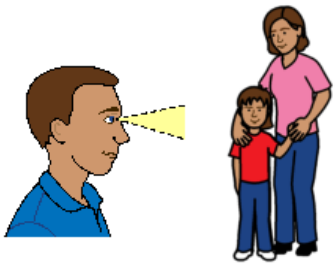


You **must** also talk to parents and carers when you make decisions about their child.

Keep everyone safe



You **must** keep young people safe at all times.



Others should see you when you work with young people.

You **must** protect young people from **abuse**.



Abuse is when someone gets hurt by a person or a group of people.



Abuse can be

- **physical**
  - physical abuse is when someone hurts your body



- **verbal**
  - verbal abuse is when someone says things to make you feel bad



- **sexual**
  - sexual abuse can include kissing and sexual touch.

Know what information to share



You **must** tell us

- if you see abuse of young people



- if you think abuse has already happened



- if you think abuse might happen in the future.

You **must** remember to keep information about abuse **confidential**.



Confidential means you **cannot** tell anyone unless we say **yes**.

What you must not do



You must

- **not** hurt young people



- **not** shout or say bad things to young people



- **not** make young people feel afraid



- **not** make anyone feel left out



- **not** make one person feel more special than the others



- **not** stop someone from making friends

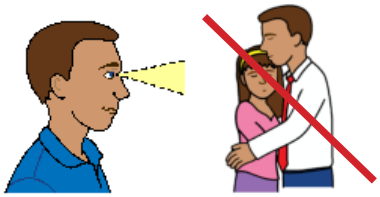


- **not** give dangerous things to young people.



You must **not** do anything to young people that

- is sexual abuse



- can look like sexual abuse.



To stop sexual abuse happening you must

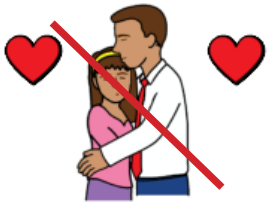
- **not** touch young people in a sexual way



- **not** talk about sex or sexual things in front of young people



- **not** show sexual images to young people



- **not** have a sexual relationship with a young person.

What happens if someone does not follow the rules?



We can tell you to stop working for us if you do **not** follow the rules.



If you think someone else has broken the rules you **must**

- tell us



- check as soon as you can that all young people are safe.

More information

For more information contact Mpower.



Call 03 5561 8111



Website mpower.org.au



Email admin@mpower.org.au

If you do not speak English

Use the Translating and Interpreting Service or TIS to talk to us.



Call 131 450

Give the TIS officer the phone number you want to call.

National Relay Service

If you need help to speak or listen

Use the National Relay Service.



Website

communications.gov.au/accesshub/nrs



Call 1800 555 660

Give the relay officer the phone number you want to call.

Notes

Notes

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