Risk Management: Code of Conduct for Canine Comprehension Team Members working with Young People.

Team members agree that:

- We will treat others with respect, courtesy and dignity and promote the wellbeing of our young people.
- We encourage a safe and supportive environment for both AAT dog, young persons and any others involved with our sessions.
- We will always be courteous, polite and timely in our communications with clients.
- We will not directly contact a child or ask the young person for their personal information apart from that collected in relation to their Canine Comprehension booking form.
- We will keep the personal information that has been conveyed about our young person's confidential.
- When working within the session we will : Work with the young person only in the presence of a teacher, case worker or other member of staff.
- Not have any physical contact with any young person.
- Not take photos or video images of children without our permission having been signed first.
- Use non-discriminatory, respectful and non-judgmental language.

Procedures to minimise harm to young people.

Canine Comprehension works to minimise harm to young people by acting in a manner that supports their interests and wellbeing, by:

- making sure that young people know that it's their right to feel safe at all times.
- taking anything a young person says seriously and following up on their concerns;
- encouraging them to tell their parent/carer or teacher about any suspicious activities or people.

Procedures for receiving disclosures of harm.

When receiving a disclosure of harm Canine Comprehension team members are to:

- remain calm and talk discreetly to the young person disclosing
- not promise that they will keep a secret, tell them they have done the right thing in telling you but that you'll need to tell someone who can help keep them safe
- only ask enough questions to confirm the need to report the matter
- Write down details as soon as you get the chance, so you can report them accurately.

When reporting harm:

Record your concerns in a non-judgmental and accurate manner as soon as possible, and following the reporting procedures outlined below.

If an Canine Comprehension Team Member witnesses unsafe or harmful actions towards a child participating, the Canine Comprehension Team Member will intervene immediately, provided it is safe to do so. Otherwise, the Team Member will call the police.

On receiving a disclosure of harm, Team Members are to complete an incident report recording the details as soon as possible so that they are accurately captured, including:

- the time, date and place of the disclosure;
- 'word for word' what happened and what was said, including anything you said and any actions that have been taken; and
- date of the report and signature.

This incident report can be emailed directly to sarah@caninecomprehension.com.au and please text Sarah on 0421 490 188 to alert her that an incident has taken place and to check email.