

## National Early Childhood Intervention Council (NECIC) Code of Conduct

As a committee, member (organisations and individuals), staff, or volunteer with the National Early Childhood Intervention Council (NECIC) and staff of member organisations, I am responsible for promoting the safety and wellbeing of children and young people under my care. I am also responsible for ensuring the safety of colleagues and other vulnerable adults (including families of children with disabilities and adults with disabilities) that I come into contact with.

I will follow the code of conduct as outlined below at all times.

### **I WILL NOT:**

- Subject a child or person with disability to any form of corporal punishment, social isolation, immobilisation, sexual suggestion, offence, or misconduct.
- Direct a person, whether child or adult, to perform in a sexually provocative or unsafe manner.
- Communicate with a child, or person with disability in ways that are likely to humiliate, frighten or distress the child or person with disability
- Use tobacco products, possess or be under the influence of alcohol or illegal drugs at any time while working with children.
- Develop any 'special' relationships with children or vulnerable adults that could be seen as grooming/favouritism such as the offering of gifts or special treatment.
- Do things of a personal nature that a child or person with disabilities can do for themselves, such as toileting or changing clothes.
- Be alone with a child or adult with disabilities in a private place out of sight of other people.
- Share photographs and recordings of children or persons with disabilities without the consent of a parent or guardian.

### **I WILL:**

- Treat children and persons with disabilities with respect and be a positive role model in my conduct with them.
- Communicate with children and persons with disabilities in an age appropriate and respectful manner.
- Set clear boundaries about appropriate behaviour between myself and a child or person with disability.
- Only have physical contact with a child or person with disability in ways which are appropriate to my professional or agreed role and responsibilities [refer to the Child Protection Policy 3.3].
- Be willing to listen and respond appropriately to the views and concerns of a child or person with disability.
- Respond quickly, fairly, and transparently to any serious complaints made by a child or person with disability, or complaints related to a child or person with disability.
- Raise any suspected abuse and sexual exploitation cases, disclosure or cases to the authorities immediately, while maintaining confidentiality.
- Abide by the Malaysian Child Act 2001 (Act 611. Revised 2016) and Sexual Offences Against Children Act 2017 (Act 972).

**I agree to abide by this Code of Conduct.**

**Name:** .....

**Signature:** .....

**Date:** .....

*(Adapted from Child Safe Code of Conduct by Australia's New South Wales Office of the Children's Guardian)*

## NECIC Child Protection Policy 2020

### Declaration of Commitment

To be signed by all Committee members, member organisation representatives, individual members, staff, volunteers, and interns. A copy of the Child Protection Policy will be kept on file in office for records and reference.

#### Statement of Commitment to Child Protection Policy

I, \_\_\_\_\_ (insert name of the staff, volunteer, member representative) (NRIC No.: \_\_\_\_\_) have read and **understood** the standards and guidelines outlined in this Child Protection Policy.

1. I agree with the principles contained herein and accept the importance of implementing child protection policies and practice while associated with NECIC. I have not been accused or convicted of any offence involving any form of abuse or exploitation of children.
2. I agree that I will not, at any time, during my involvement with NECIC or afterwards, make public, divulge or disclose to any person any information regarding operations, the personal affairs of the clients, staff or as to any other matters concerning the organisation, which may come to my knowledge in the course of my association with NECIC.
3. I understand that if a complaint is brought against me regarding the abuse and exploitation of children while engaged by NECIC, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.

#### Declaration of Criminal Convictions

Have you ever been convicted of a crime or are currently being investigated for a crime?

Yes  No

If yes, please provide details of all criminal convictions, including those considered "spent", and declare any previous investigations or allegations made against you. These will be kept confidential by the designated Child Protection Officer, who will assess whether they pose any risk or not in relation to child protection.

Name of the Staff/Representative/Volunteer:

\_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_