

# CODE OF CONDUCT (KIDS AND TEENS PARTICIPANTS)



## Purpose and Scope

Cahoots is committed to upholding the rights of kids and teen participants (aged 5-17 years) that access our services (camps or day programs).

Cahoots recognises that the individual needs, goals, choice, and decision-making opportunities may be different for each participant. A collaborative approach will be taken with the participant and the Participant's Representative that focuses on the person.

The Kids and Teens Code of Conduct provides a framework for social engagement and interpersonal relationships while attending Cahoots services and supports participants to make informed decisions and choices about their attendance at Cahoots services.

The Kids and Teens Code of Conduct must be signed by the Participant's Representative prior to the participant attending their first camp or day program.

## Cahoots Values

Cahoots values underpin the Kids and Teens Code of Conduct and guides expected conduct, actions, and decisions when on camps and day programs.

**Respect:** We treat people as they want to be treated, offering acceptance, care, and support to everyone.

**Trust:** We are a reliable team, committed to providing safe, quality services.

**Inspire:** We believe every person has the ability to reach their full potential, we will provide them with encouragement and support.

**Celebrate:** We acknowledge and rejoice the efforts and achievement of the children and young people we work with, volunteers, supporters, and staff.

**Collaborate:** We believe that community engagement is vital to create meaningful and accessible opportunities for all people.

## CODE OF CONDUCT

### 1. Interacting with others

#### Participants are expected to:

- Treat others with courtesy and respect during all interactions at camps or day programs;
- Contribute positively to the camp or day program environment where different opinions, perspectives and cultures are valued.;
- Consider how their conduct might impact on other participants, staff, volunteers, and the general public; and
- Behave in a safe manner, not putting yourself or others at risk.

#### Participants will not:

- Discriminate against, harass, bully or victimise other participants, staff, volunteers or anyone else in contact during a service.
- Use electronic devices on services, unless required for communication, engagement in an activity, or behaviour management as per Behaviour Management Plan. Any use of device is to be limited to the approved use.

## 2. Negative Behaviour

Negative behaviour will not be tolerated on camps or day programs. This includes:

- physical violence in any form;
- threatening behaviour (verbal and physical);
- swearing;
- conversations that are inappropriate in the camp or day program context;
- entering or leaving areas without the consent of a leader;
- running away;
- abusing personal space or boundaries;
- using electronic devices (phones, ipads etc) unless permitted by the Participant's Representative and support staff;
- bullying;
- bringing contraband to services including alcohol, cigarettes, drugs, weapons or anything of a similar nature; and
- behaviour of a sexual nature.

## 3. Cahoots empowers participants to recognise their behaviour and take steps to manage it.

- Ask for time out when you begin to feel agitated.
- Talk to your leader or the Facilitator.
- Seek support from fellow participants.
- Engage in activities.
- Try new skills and activities.
- Meet new people and practice positive communication skills.
- Build healthy and appropriate friendships with other participants.

## 4. Electronic Devices (mobile phones, smart watches, earbuds, tablets, headphones)

In accordance with the Participant Electronic Devices Policy, all participants are strongly encouraged to leave electronic devices at home when attending a camp or day program unless the device is required for communication or as a behavioural support aid.

Participants attending Cahoots services that choose to bring an electronic device may give the device to the Facilitator for the duration of the service. Participants are not required to "hand in" the device.

Participants choosing to have a device, will remain responsible for the device.

Participants are strictly prohibited from taking photos or film of other participants.

## 5. Money and Valuables

Participants are strongly encouraged to leave money and other valuables such as jewellery and electronic games at home when attending a camp or day program.

Participants that choose to bring cash, an EFTPOS card, or other valuables to a service, are strongly encouraged to hand the money or valuables to the Facilitator for safekeeping. Participants are not required to "hand in" their money or valuables.

Participants that choose to have their money or valuables with them, will remain responsible for their property.

Participants that choose to make purchases using their money, will be supported in making informed decisions about their purchases, if required, by support staff.

It is recommended that the Facilitator obtain consent from the Participant's Representative to make purchases prior to the service departure.

Where a participant wants to make an unplanned purchase the Participant's Representative must be contacted and advised of the potential purchase. The Facilitator will work with the participant and Participant's Representative to determine next steps.

At any time, staff will support a participant with their money management. A receipt must be obtained, and a record of purchases made in the participant's Progress Notes.

## 6. Breaches of the Code of Conduct

It is at the discretion of the Facilitator to manage negative behaviour on a case-by-case situation.

A Facilitator may contact the Participant's Representative for advice on how to manage a behaviour.

A participant may be asked to leave a camp or day program if there is a serious breach of this Code of Conduct. This includes behaviour that poses a risk to safety for the participant and/or others, illegal activity or repeated behaviour that negatively impacts the privacy, social engagement, and wellbeing of other participants.

The decision to send a participant home is deemed serious. A Facilitator will only make the decision after attempting to de-escalate or resolve the issues that have arisen following consultation with the Participant's Representative.

Where there are repeated or severe breaches of this Code of Conduct, the participant may no longer be offered places to attend camps or day programs.

Any participant sent home from a camp or day program will not receive a refund.

## Acknowledgement

I have read and understood the Kids and Teen Participant Code of Conduct and agree to my responsibilities on camps and day programs.

<b>Participant's Full Name:</b>			
<b>Participant's Representative Full Name:</b>			
<b>Relationship to Participant:</b>			
<b>Participant's Representative Signature:</b>		<b>Date:</b>	
<b>Cahoots Staff Signature:</b>		<b>Date:</b>	

## Communication

This code will be communicated to:

- Participants and their support networks prior to their first camp or day program, and through an easy to read flyer.
- Staff and volunteers through inductions, professional development and staff meetings.

## Code Review

This code will be reviewed every two years in consultation with participants and their support networks together with staff and volunteers. This code is not intended to be a static document and Cahoots commits to its ongoing development as part of continuous quality improvements, and as policy and legislation changes dictate.

## References and Related Documents

- NDIS Practice Standards and Quality Indicators (Current version)
- Cahoots Support Plan Policy and Procedure
- Cahoots Behaviour Support Policy and Procedure
- Cahoots Restrictive Practices Policy
- Cahoots Individual Values and Beliefs Policy
- Cahoots Accessing Personal Information Consent Policy
- Cahoots Person-Centered Support Policy
- Cahoots Participant Electronic Devices Policy
- Cahoots Communication and Social Media Policy

## Versions

No.	Approval Date	Description of Amendment
1.0	28/11/2021	Code created
2.0	15/05/2023	Code renamed
3.0	15/05/2025	Reviewed and updated the Code of Conduct to improve clarity, correct formatting, and update references and review dates.

Owner	Approver	Next Review
Community Engagement Manager	CEO	May 2027