



Australian Government

Defence



DEFENCE YOUTH SAFE CODE OF CONDUCT (ADULT)

Defence statement of commitment

Defence is committed to keeping all youth safe by fostering youth safe behaviours and providing a youth safe environment. The Defence youth safe code of conduct sets the minimum standards of behaviours expected of any person who works or volunteers with youth on behalf of Defence. It provides a statement of professional boundaries defined by acceptable and unacceptable behaviours. This Defence youth safe code of conduct (adult) applies in all situations where youth are engaged in a Defence youth program, including physical and online environments.

Acceptable behaviours

I will:

- a. Act in accordance with [Defence Behaviours](#) and in a manner that upholds [Defence's Values](#).
- b. Adhere to the [Defence Youth Engagement Policy](#) and promote a youth safe culture and youth safe behaviours.
- c. Follow reasonable direction and comply with all Defence youth program, procedures and practices.
- d. Be considerate and respectful to diverse backgrounds and needs. Treat everyone with respect regardless of their age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- e. Listen and be respectful when responding to the views and concerns of youth, particularly if they communicate concern for their own or others health, protection or wellbeing.
- f. Immediately respond to unacceptable behaviour to enable the behaviour to be corrected or ceased. The attached table defines unacceptable behaviour in a youth protection context.
- g. Ensure that all interactions with youth are for the sole purpose of executing authorised activities and achieving approved training outcomes.
- h. Promote the inclusion, participation and empowerment of all youth.
- i. Where practicable, only interact in person with youth in the presence of others.

- j. Obtain the informed consent of youth and, if required, their parent/guardian before taking imagery of the youth, and only create imagery that depicts youth in an appropriate manner.
- k. Take prompt action to ensure the health, protection and wellbeing of a youth participant if I believe a youth has been, or is at the risk of being, harmed or abused.
- l. Report all incidents, allegations, suspicions and disclosures of unlawful or other unacceptable behaviour to an appropriate commander or manager as soon as practicable.
- m. Where required, maintain my Working with Children Checks or Working with Vulnerable People clearance and advise my commander or manager of any event or issue that impacts or could impact my suitability and clearance to work with youth.

Special care provisions

I acknowledge that when undertaking a youth supervisory role, I am prohibited from an intimate or exclusive relationship with your involved in Defence programs/activities, regardless of state/territory age of consent laws.

Unacceptable behaviours

I will NOT:

- a. Abuse my power/authority or engage in any unlawful or other unacceptable behaviour, as defined in the attached table, with or in relation to a youth or any other person, in either the physical, or online environment.
- b. Contribute to anything on social media that would result in reputational damage to youth, Defence, Defence personnel or volunteers.
- c. Behave in a manner or allows others to behave in a manner that endangers the health, protection and wellbeing of a youth or any other person.
- d. Ignore any concerns, allegations, suspicions or disclosures, of unacceptable behaviour that has affected, or has the potential to affect, the health, protection and wellbeing of a youth.

If I think this code of conduct has been breached by another adult in Defence I will:

- a. Act in the best interests of the youth.
- b. Promptly report any concerns using my Chain of Command or manager/via [Contact us](#).
- c. Comply with legislative requirements on reporting.

Acknowledgement

I acknowledge that:

- a. I have read the Defence youth safe code of conduct (adult) and understand what constitutes acceptable and unacceptable behaviour as an adult working with youth.
- b. My physical and online interactions with youth will be appropriate and in accordance with this Defence youth safe code of conduct (adult).
- c. I will adhere to the Defence youth safe code of conduct at all times.
- d. I understand Defence will take action if I breach this Defence youth safe code of conduct (adult), which may include:
 - i. advising police, child protection and other government authorities
 - ii. pursuing criminal, disciplinary and/or administrative action as appropriate.

I agree to abide by this code of conduct during my employment/volunteer status with Department of Defence.

I understand that breaches of this code of conduct may lead to disciplinary action or termination of my employment/cancellation of my volunteer status with Department of Defence.

CadetNet ID, Rank and Name:

Signature:

Date signed:

Attachment:

- A. Definitions of unacceptable behaviour in a youth protection context

Attachment A

Definitions of unacceptable behaviour in a youth protection context

Unacceptable behaviour in the Defence Youth Protection context is behaviour that, having regard to all of the circumstances, would be considered: unlawful; offensive, belittling, abusive or threatening to youth and/or adverse to their morale, health, safety and wellbeing; or otherwise not in the interests of Defence.

Unacceptable Behaviour	Definition
Child Abuse (Criminal Offence)	Child Abuse , which relates to abuse of a person under the age of 18 years (youth), is intended to have its broadest meaning and includes child sexual abuse or other sexual exploitation , including grooming and unacceptable sexual relationship ; physical abuse ; emotional/psychological abuse ; neglect ; and exposure to family/domestic violence .
Child Sexual Abuse (Criminal Offence) Child sexual abuse is inclusive of sexual assault and non-assaultive sexual offences, as defined by the Australian and New Zealand Society of Criminology (ANZSOC).	Child Sexual Abuse refers to the spectrum of coercive and harmful sexual acts perpetrated against children and young people (youth). Such acts include indecent assaults, penetrative assaults (oral, vaginal, and anal), and the production or possession of child exploitation material. Child sexual abuse also includes grooming and unacceptable sexual relationship. Sexual abuse may not always include physical sexual contact and can also include non-contact offences including: • talking to a youth in a sexually explicit way and sexual advances • sending sexually explicit messages or emails to a youth • exposing a sexual body part to a youth • forcing a youth to watch a sexual act (including showing pornography to a youth) • having a youth pose or perform in a sexual manner (including youth Sexual Exploitation) • Stalking, voyeurism and peeping-tom Child sexual abuse does not always involve force. In some circumstances, a youth may be manipulated into believing they have brought the abuse on themselves, or that the abuse is an expression of love, through a process of grooming.
Sexual Exploitation (Criminal Offence)	Sexual Exploitation is the actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes including, but not limited to, profiting monetarily, socially, or politically from sexual exploitation of another.

Unacceptable Behaviour	Definition
Child Exploitation Material (Criminal Offence)	Child Exploitation Material is anything that represents: • the sexual parts of a child • a child engaged in an activity of a sexual nature • someone else engaged in an activity of a sexual nature in the presence of a child
Grooming (Criminal Offence)	Grooming is when an adult: • communicates (by words and/or conduct) with a youth with the intention of exploiting youth vulnerabilities to facilitate a youth's engagement in sexual conduct • communicates with a person who has responsibility for care, supervision or authority over a youth with the intention of grooming the youth in their care. Such persons can include parents, stepparents, legal guardians, carers, teachers, employers and sports coaches. Grooming includes actions deliberately undertaken with the intention of befriending and establishing an emotional connection with a youth in order to lower their inhibitions and facilitate sexual conduct. Grooming may also be used to prevent or discourage youth from disclosing sexual misconduct/abuse, create disbelief to a disclosure, or discredit a youth who discloses sexual misconduct/abuse. Communication technologies such as online gaming, instant messaging, email, voice over internet protocol, social media and mobile phones can be used for some time to facilitate virtual contact before the respondent arranges a physical meeting. Examples of grooming may include: • giving gifts or special attention to a youth or their parent/carer, which can make a youth feel special or indebted to an adult • controlling a youth through threats, manipulation, force or use of authority, which can make a youth fearful to report unwanted behaviour • making close physical contact, such as inappropriate tickling and wrestling
Unacceptable Sexual Relationship (Criminal Offence)	Unacceptable Sexual Relationship is any sexual relationship between a youth, regardless of whether or not they are over the age of consent, and any adult who has responsibility for the care, supervision, safety and/or well-being of the youth including, commanders, managers, supervisors, instructors, health professionals, pastoral carers, counsellors and guardians of youth. Note that: • a youth under the age of 16 cannot consent to any sexual activity • a youth over the age of 16 but under the age of 18 cannot consent to any sexual activity with any person who is in charge of their care, safety or wellbeing.

Unacceptable Behaviour	Definition
Physical Abuse (Criminal Offence)	Physical Abuse is any: • infliction of physical violence on a youth by any person that causes significant injury/harm • physical injury/harm to a youth that results or could result from the failure of a parent, carer or guardian to adequately protect a youth by exposing them to extremely dangerous or life-threatening situations. • physical abuse includes beating, shaking, kicking, strangling, scalding, burning, poisoning, suffocating and assaulting with weapons.
Emotional/ Psychological Abuse (Criminal Offence)	Emotional/Psychological Abuse is when a youth is repeatedly rejected, isolated or frightened by threats and includes hostility, derogatory name-calling and put-downs, and persistent coldness from a person, to the extent that the youth suffers, or is likely to suffer, emotional or psychological harm to their physical or development health.
Neglect (Severe - Criminal Offence)	Neglect is a failure to provide youth with an adequate standard of nutrition, medical care, clothing, shelter, hygiene or supervision. Neglect may place the youth's immediate safety and development at serious risk, or may not immediately compromise the safety of the youth, but is likely to result in longer cumulative harm. Neglect can be: Isolated, where the neglect is one-off, trivial in nature, temporary and/or accidental Persistent, where the neglect is more than trivial in nature, continual and/or prolonged Severe, where the neglect is recurring and/or enduring to the extent that the youth's health, safety and/or development is, or is likely to be, significantly, affected.
Exposure to Family/ Domestic Violence (Criminal Offence)	Family/Domestic Violence is abusive behaviour by a person towards a family member that may include: • physical violence or threats of violence • verbal abuse, including verbal threats • emotional or psychological abuse • sexual abuse • financial abuse • social abuse • spiritual abuse Family/domestic violence can be technologically facilitated. Exposure to family/domestic violence is when a youth is a witness to, or otherwise exposed to the effects of, Family/Domestic Violence. Family/Domestic violence towards a youth and exposure to family/ domestic violence constitutes child abuse.

Unacceptable Behaviour	Definition
Abuse of Power or Authority (Criminal Offence)	Abuse of Power or Authority is the inappropriate or unethical use of power or authority attributed to rank and/or position to harass, bully or discriminate a subordinate. Abuse of power or authority can constitute a criminal offence.
Sexual Harassment (Persistent - Civil Offence)	Harassment is unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating. Sexual harassment is unwanted or unwelcomed sexual behaviour, which does not constitute sexual abuse, that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating. Sexual harassment includes: • leering, staring • insults of a sexual nature • sexually offensive comments, innuendo, jokes or gestures • sexual comments or questions about a person's sexual appeal or activities. Sexual harassment can be isolated (one-off) or persistent in nature.
Sex/Gender Discrimination (Civil Offence)	Sex/Gender Discrimination is when a person is treated less favourably than another person in the same or similar circumstances because of that person's sex/gender, characteristics of that person's sex/gender, or assumed characteristics of that person's sex/gender.
Inappropriate Sexual Remark (Civil Offence)	An Inappropriate Sexual Remark is an isolated sexual remark that is minor in nature and/or not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, a one-off inappropriate sexual joke or comment that lacked judgement.
Physical harassment (Persistent - Civil Offence)	Physical Harassment is unwanted or unwelcome physical contact/behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating which may impact the physical health of the person. Physical harassment includes slapping, pulling or hitting. Physical harassment can be isolated (one-off) or persistent in nature, constituting physical Bullying.
Bullying (Civil Offence)	Bullying is a persistent, unreasonable pattern of behaviour directed towards a person or group of persons, which may create a risk to health and safety, including a risk to the emotional, mental or physical health of the person(s). Bullying is classified as persistent harassment and can be physical or emotional .
Inappropriate Non-Sexual Physical Contact	Inappropriate Non-Sexual Physical Contact is unintentional and/or isolated minor unwanted or unwelcome non-sexual physical contact that is not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth development environment. For example, one-off contact that lacked judgement.

Unacceptable Behaviour	Definition
Emotional Harassment (Persistent - Civil Offence)	Emotional Harassment is when a youth is subjected to unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating and includes: acts of teasing, meanness or spite; derogatory comments, jokes and gestures; mutual arguments and disagreements (where there is no power imbalance); and disliking someone or social rejection. Emotional harassment can be isolated (one-off) or persistent in nature, consisting emotional bullying or cyberbullying.
Cyberbullying (Civil Offence)	Cyberbullying is the use of information and communication technologies for deliberate hostile behaviour directed at a selected person with an intention to harm, belittle, harass, insult or molest, and can include: • sending offensive, abusive or insulting texts or emails to the person • posting offensive, abusive or insulting messages about the person • assuming the identity of the person and representing them in a negative manner or manner that may damage their reputation and relationship with others.
Inappropriate Non-Sexual Remark	An Inappropriate Non-Sexual Remark is an isolated remark that is minor in nature and/or not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, a one-off inappropriate joke or comment that lacked judgement.
Other Discrimination (Civil Offence)	Other Discrimination, which excludes sex/gender discrimination, is when a person or group of people are treated less favourably than others because of their: • identity, race, culture or ethnic origin • religion • physical characteristics • marital, parenting or economic status • age or • ability or disability. Discrimination interferes with the legal right of all people to be treated fairly and have the same opportunities as everyone else. Discrimination may be isolated (one-off) or persistent in nature.

Unacceptable Behaviour	Definition
Prohibited Substance Offence (Criminal Offence)	A Prohibited Substance is a narcotic substance as defined in the Customs Act 1901 (Cth), section 1, section 2, section 3 and section 5 on the prohibited substance list, The World Anti-Doping Code Prohibited List and Benzodiazepines including temazepam (normison), diazepam (valium), flunitrazepam (rohypnol) and oxepan (serapax) or any other substance determined to be prohibited by the Chief of Defence Force (CDF). Prohibited Substance Offence is possessing, dealing, or administering to others a prohibited substance, including instances of food or drink spiking, trafficking or selling any prohibited substance, or knowingly associating with individuals who use or are otherwise involved with prohibited substances.
Prohibited Substance Use (Criminal Offence)	Prohibited Substance Use is when a person administers to himself or herself, or causes or permits to be administered, a prohibited substance.
Alcohol Offence (Criminal Offence)	An Alcohol Offence is the unlawful supply of alcohol to youth and/or consumption of alcohol by youth in a licensed premises or public location where the civil police have been involved, or supply of alcohol to youth while in the care of Defence.
Alcohol Indiscretion	An Alcohol Indiscretion is where a youth has consumed alcohol but the civil police have not been involved, or an adult has consumed alcohol or is under the influence of alcohol during a Defence Youth Program activity.
Youth Protection Policy Breach	Youth Protection Policy Breach is the failure to implement or comply with youth protection policy, process, procedure or practice as defined in Defence, group/service, command and/or unit orders, instructions, publications (OIP) or manuals. A Policy Breach can be: Significant, where the breach relates to the mandatory youth protection risk controls defined in the Defence Youth Protection Management System Major, where the breach relates to context specific youth protection risk controls Minor, where the breach relates to administration.
Youth-on-Youth Unacceptable Behaviour	Youth-on-Youth Unacceptable Behaviour is any complaint, allegation or incident of unacceptable behaviour of a youth towards another youth.