National Institute of Construction Skills

Child Safe Code of Conduct

All paid and unpaid employees, volunteers, work placement students, contractors and board/committee members (collectively referred to as workers) of the National Institute of Construction Skills (NICS) are responsible for the safety and wellbeing of children and young people who engage with NICS. All workers are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

Declaration

I will:

- ☑ Act in accordance with NICS child safety and wellbeing policies and procedures at all times.
- ☑ Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- ☑ Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- ☑ Promote the human rights, safety and wellbeing of all children in NICS.
- ☑ Demonstrate appropriate personal and professional boundaries.
- ☑ Consider and respect the diverse backgrounds and needs of children.
- ☑ Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- ☑ Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- ☑ Contribute, where appropriate, to NICS policies, discussions, learning and reviews about child safety and wellbeing.
- ☑ Identify and mitigate risks to children's safety and wellbeing as required by NICS risk assessment and management policy or process.
- ☑ Respond to any concerns or complaints of child harm or abuse promptly and in line with NICS policy and procedure for receiving and responding to complaints.
- ☑ Report all suspected or disclosed child harm or abuse as required by law and in accordance with NICS policy.
- ☑ Comply with NICS protocols on communicating with children.
- ☑ Comply with NICS policies and procedures on record keeping and information sharing.

I will NOT:

- ☑ Engage in any unlawful activity with or in relation to a child.
- ☑ Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- ☑ Unlawfully discriminate against any child or their family members.
- ☑ Be alone with a child unnecessarily.
- ☑ Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to NICS activities.
- ☑ Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by NICS policy and procedure on reporting.
- ☑ Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.
- ☑ Work with children while under the influence of alcohol or prohibited drugs.
- ☑ Ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person at NICS I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the General Manager or another leader at NICS.
- Follow NICS policies and procedures for receiving and responding to complaints and concerns.
- Comply with relevant legislation, and with NICS policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct; I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with NICS

Persons name:	
Persons position:	
Signature:	
Date:	

National Institute of Construction Skills

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Authorship and Approval

Name	Position	Role	Action Date
Dayna Price	Social Worker	Author	05/06/2026
Lauree Skene	RTO Compliance Co Ordinator	Reviewer	05/06/2026

Version History

Version No.	Action Date / Person	Summary of Revisions
One (1)	05/06/2026 L. Skene	• Amendments to Document naming convention to align with additional resources being developed by Compliance Co Ordinator (Lauree) and NICS Social Worker (Dayna) inline with the Child Safety Standards, principles and upcoming Child Safe accreditation.
	05/06/2026 D. Price	• Development of document content inline with the National Child Safety Standards and NICS ongoing Child Safety Accreditation recommendations.

Distribution List

Position	Name	Notes / Area
President (CEO)	Chris Munday	
General Manager (GM)	Todd Aitken	
Social Worker / Support Mentor	Dayna Price	
RTO Compliance Coordinator	Lauree Skene-Gordon	
Head Trainer	Ruby Harrison	
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