

Example



This is an example of how the slides are shown in the Training Manual.

Acceptable behaviour



To make the ADFC a safe and fair place – we need

Cadets and staff to behave in an acceptable way.

Outcomes of this training



At the end of the training, you should:

- ✓ Understand key points of the Code of Ethical Behaviour and relevant sections from your Cadet organisational policy manual.
- ✓ Agree to follow this Code of Ethical Behaviour by signing an agreement form.

Questions



- ✓ What is acceptable behaviour?
- ✓ What is unacceptable behaviour?
- ✓ How do I respond to unacceptable behaviour?
- ✓ How can I prevent unacceptable behaviour?
- ✓ What is a sexual offence?



Cadet Code - summary

- ✓ Treat others with respect
- ✓ Recognise and value differences
- ✓ Make fair decisions
- ✓ Recognise, prevent and report unacceptable behaviour
- ✓ Be honest
- ✓ Be responsible
- ✓ Respect supervisors
- ✓ Carry out assigned tasks
- ✓ Be clean and tidy
- ✓ Be true to cadet values

Unacceptable behaviour



Recognise, prevent and report unacceptable behaviour like:

- ✓ harassment and bullying
- ✓ discrimination
- ✓ swearing
- ✓ threats
- ✓ violence
- ✓ unsafe activities
- ✓ abuse of positions of responsibility.

What is harassment?



Harassment is any behaviour, verbal or physical,

which is

offensive to a person and which is **unwelcome.**



Impact of harassment

Harassment is when behaviour is:

- ✓ **unwanted** – the person does not not like it, it is unwelcome
- ✓ **offensive** – it makes them upset or even angry
- ✓ **humiliating** – it makes them feel very embarrassed or ashamed
- ✓ **insulting** – someone says something which is intended to hurt someone else
- ✓ **intimidating** – it is frightening, the person being harassed feels threatened and forced to do something they don't want to do



It is harassment

It is harassment if someone:

- ✓ makes insulting comments about:
 - the way a person looks
 - a person's background
 - a person's sexual preference
 - what a person can or cannot do
- ✓ spreads rumours about people
- ✓ interferes with someone's personal belongings
- ✓ keeps teasing after being asked to stop
- ✓ shows insulting pictures, posters, graffiti



Gender harassment

Gender harassment is where:

- ✓ someone makes jokes or makes suggestive remarks with a gender basis
- ✓ someone talks negatively about the opposite sex
- ✓ a person or group is treated unfavourably because of their gender

Sexual harassment



Sexual harassment is where behaviour is sexual in nature, unwelcome and/or offensive.

Sexual offence



It is a sexual offence, and will be reported to the civilian

police and to parents if:

- ✓ there is any sexual activity that occurs without consent
- ✓ there is any sexual activity with someone under the age of 16 years, even if they consent to it.

Bullying



- ✓ is a form of harassment

- ✓ is action or words that are intended to:
 - hurt
 - threaten
 - frighten
 - embarrass

Unlawful discrimination



Unlawful discrimination is treating a person less favourably than someone else in the same or similar circumstances because that person is different.

Unacceptable behaviour



Recognise, prevent and report unacceptable behaviour like:

- ✓ harassment and bullying
- ✓ discrimination
- ✓ swearing
- ✓ threats
- ✓ violence
- ✓ unsafe activities
- ✓ abuse of positions of responsibility.

Responding



- Remind people
- Report
- Fair go procedure

Fair Go procedure



The Fair Go procedure gives everyone in Cadets the ability to stop a situation where they feel threatened or unsafe. This is when someone's behaviour is not acceptable; or when you don't feel safe

Action phrases



Stop! Fair go!

Stop! Stop! Stop!

Fair Go method



- ✓ Can be used by any Cadet, staff member or volunteer
- ✓ Can be used by you – if you feel scared, harassed or unfairly treated
- ✓ Can be used for other people
- ✓ Applies to all Cadet activities
- ✓ Must only be used when necessary

When do I use action phrase



Stop! Fair go!

means 'I feel uncomfortable with what is going on'.

Stop! Stop! Stop!

means 'I feel unsafe or threatened'.

Stop! Fair go!



You should use **Stop! Fair go!**:

- ✓ when someone is behaving in an unacceptable way towards you or someone else, that makes you feel uncomfortable
- ✓ if you are in a situation where you are uncomfortable with a part of an activity
- ✓ if you are afraid of part of an activity – it is OK to be afraid!
- ✓ if you think someone else is uncomfortable or scared

Stop! Stop! Stop!



You should use **Stop! Stop! Stop!**:

- ✓ if someone is behaving in an unacceptable way towards you that makes you feel unsafe or threatened
- ✓ when you think an unsafe or threatening action is about to happen
- ✓ if you notice an unsafe or threatening action happening

Preventing unacceptable behaviour



- ✓ Demonstrate Code of Ethical Behaviour
- ✓ Have input into planning activities
- ✓ Always be on the look out for situations where unacceptable behaviour could occur
- ✓ Sign the commitment to the Code of Ethical Behaviour
- ✓ Report complaints about unacceptable behaviour, and encourage others to do the same
- ✓ Only submit real complaints
- ✓ Support other Cadets

Questions



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- ✓ How can I prevent unacceptable behaviour?
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Outcomes of this training for staff and volunteers



At the end of this follow up training, you will be informed about and take action as required on the:

- ✓ prevention
- ✓ management
- ✓ reporting

of unacceptable behaviour and sexual offences

Staff Code of Ethical Behaviour



- Exercise duty of care
- Use authority fairly
- Detect and deal with unacceptable behaviour
- Take immediate action with unacceptable behaviour, and report
- Detect and manage sexual offences
- Take action on sexual offences, and report
- Treat colleagues and Cadets equitably, be aware of individual differences
- Encourage Cadets to value equity and diversity
- Protect and respect personal privacy of Cadets
- Don't place Cadets or colleagues at unnecessary risk; call for assistance if there is potential for personal risk
- Protect and maintain Cadets property and equipment
- Be a role model to Cadets
- Ask for help if not sure of responsibilities or how to respond



Duty of Care factors

Key factors to consider in relation to duty of care:

- ✓ What is the risk of harm and the likelihood of harm occurring
- ✓ What sort of injuries could occur and how serious
- ✓ Could my actions or judgements be interpreted as abuse of my power, especially toward younger Cadets
- ✓ What precautions could be taken
- ✓ What are the required delegations and is the delegated staff member/volunteer authorised to permit the action to be taken
- ✓ The usefulness of the activity
- ✓ Any statutory requirements or specific procedures to be followed
- ✓ No single factor can be relied upon by itself to justify acting in one way or another. A judgement must be made by the staff member/volunteer that takes all these factors into account.