



Policies and procedures

To deliver the functions of the *Children and Young Persons (Care and Protection) Act 1998* and *Child Protection (Working with Children) Act 2012*, and to guide the work of the Office of the Children's Guardian, the following key corporate policy and procedure documents have been developed.

Code of ethics and conduct

The purpose of the Code is to identify mandatory requirements and best practice conduct for all government sector employees. The Code applies at all times when employees are acting in the course of, or in connection with, NSW government sector employment. See also the NSW Public Service Commission's *Behaving Ethically: A guide for NSW government sector employees*.

Find out more from the [Code of ethics and conduct](#) (PDF 321KB)

Code of conduct

The people of New South Wales have an expectation that business of the State will be conducted with efficiency, fairness, impartiality and integrity. The Code of Conduct is intended as a framework for ethical decision making by all staff engaged in the work of the Office of the Children's Guardian.

Find out more from the [Code of Conduct](#). (PDF 271.2KB)

Compliance and enforcement

The functions of the Children's Guardian exercised include the regulation and accreditation of

statutory out-of-home care, adoption and children's employment and, since June 2013, processing and auditing the Working With Children Check, as well as promoting Child Safe practices for organisations that work with children. The Office of the Children's Guardian has developed a Compliance policy (PDF 90.7KB) as well as a document outlining the Compliance program for 2015–16. (PDF 92.4KB)

Correspondence and email policy

Before sending correspondence or an email to the Office of the Children's Guardian, please read our Correspondence and email policy. (PDF 760.2KB)

Disability inclusion action plan

NSW government departments, local councils and some other public authorities to develop and implement a DIAP. The plans must be consistent with the State Disability Inclusion Plan and include strategies to increase access and participation. In developing and reviewing their plans, public authorities must consult with people with disability. Find out more from the Disability inclusion action plan. (PDF 282.3KB)

Gifts and benefits policy

This policy provides additional guidance on the appropriate reporting of gifts and benefits that may be offered or received by staff in the course of their employment with the Office of the Children's Guardian.

Find out more from the Gifts and benefits policy (PDF 329.3KB)

Government Information (Public Access) - GIPA

On 1 July 2010 the *Government Information (Public Access) Act 2009* came into effect, replacing the former freedom of information law.

The Act:

1. creates new rights to information that are designed to meet community expectations of more open and transparent government

2. encourages government agencies to proactively release government information.

To apply to the Office of the Children's Guardian for formal access to government information under the *Government Information (Public Access) Act 2009*, please complete this application form and return to the Office of the Children's Guardian. (PDF 238.2KB)

Find out more about Government Information (GIPA).

Memorandum of understanding between the Children's Guardian, Ombudsman and Official Community Visitors

The Children's Guardian, Ombudsman and Official Community Visitors have entered into a memorandum of understanding that sets out how they will work together to promote the best interests of children and young people in statutory/supported residential out-of-home care.

Find out more from the Memorandum of understanding. (PDF 1.7MB)

Privacy management plan

This plan explains how the Office of the Children's Guardian manages personal and health information in line with the NSW Privacy laws. Find out more from the Privacy management plan. (PDF 541.1KB)

Public Interest Disclosure

The Guardian's Internal Reporting Policy establishes a system for the receiving, assessing and dealing with protected disclosures of corrupt conduct, maladministration, serious and substantial waste of public money, and government information contravention – in accordance with the requirements of the *Public Interest Disclosures Act 1994*. This policy is currently under review, but is available on request at kids@kidsguardian.nsw.gov.au.

Reconciliation Statement

The Office of the Children's Guardian's vision for reconciliation is that the Aboriginal and Torres Strait Islander people will be restored to a place of equity, dignity and respect. Find out more from the Reconciliation Statement. (PDF 761.3KB)

Staff Use of Communication Devices Policy

Sponsorship needs to fit within an ethical framework and involve fair and transparent arrangements, accountability as well as valuable returns. This policy is designed to minimise the risks and maximise the benefits for the Office of the Children's Guardian when managing sponsorship. Find out more from the Sponsorship policy and guidelines. (PDF 474.2KB)

Statement of Business Ethics

The Statement of Business Ethics provides guidance to our business partners and outlines the ethical standards of the Office of the Children's Guardian and our expectations that third parties will comply with these standards in their dealings with us. The statement also outlines what third parties can expect from us. Find out more from the Statement of Business Ethics. (PDF 176.6KB)
