

CHILD SAFETY CODE OF CONDUCT

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Responsible person	CFC Executive Director	Approved by CoM on	22 nd August 2023
Review frequency	2 years	Scheduled review date	August 2025

CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

POLICY OBJECTIVE

This Child Safety Code of Conduct sets out [Name of Organisation]'s commitment to ensuring it discharges the obligations and expectations contained in Child Safe [Standard 2](#)¹ and [Standard 3](#).²

STATEMENT OF COMMITMENT

The Craig Family Centre. is committed to the safety and wellbeing of children and young people as outlined in *The Craig Family Centre.*'s Statement of Commitment to Child Safety and *The Craig Family Centre.*'s Child Safe Environment Policy.

PURPOSE

This Code of Conduct aims to protect children, reduce any opportunities for child abuse or harm to occur and to ensure a response where there are concerns about abuse or harm. It also assists in understanding how to avoid or better manage risky behaviours and situations.

DEFINITIONS

- Child means a person under the age of 18 years (Children Safety and Wellbeing Act 2005).

RESPONSIBILITIES

- The Committee of Management and staff at *The Craig Family Centre.* have a leadership role in ensuring safe, supportive, and enriching environments which respect and foster the dignity and self-esteem of children and enable them to thrive in their learning and development.
- Members of the Committee and staff are required to have a Working with Children Check or to be registered by the Victorian Institute of Teaching.
- As part of *The Craig Family Centre.*'s plan for the implementation of Child Safe Standards, the Committee will support the implementation and monitoring of this Child Safety Code of Conduct.
- All Committee members and staff are required to comply with this Child Safety Code of Conduct by observing expectations for appropriate behaviour as outlined below.

¹ Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture.

² Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

ACCEPTABLE BEHAVIOURS

Committee members, employees and volunteers are responsible for actively supporting and promoting the safety of children by:

- upholding *The Craig Family Centre*'s Child Safe Environment Policy.
- taking all reasonable steps to protect children from abuse.
- treating everyone with respect, including listening to and valuing the ideas and opinions of all who come into contact with *The Craig Family Centre*.
- listening to children and responding to them appropriately, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child.
- welcoming all children who come into contact with Craig Family Centre, their families and carers and being inclusive.
- promoting the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children.
- respecting cultural, religious, and political differences and acting in a culturally sensitive way.
- promoting the safety and participation of children with a disability.
- complying with this code of conduct and *The Craig Family Centre*'s Child Safe Environment Policy when in contact with children including physical and other forms of contact, ensuring that where contact occurs with children, that this happens in an open and transparent way – so other adults know what you are doing with children.
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- ensuring as quickly as possible, if child abuse is suspected, that the child(ren) is/are safe and protected from harm.
- reporting and acting on any breaches of this Code of Conduct, complaints, or concerns.
- reporting allegations of child abuse or other child safety concerns to the *The Craig Family Centre*'s Executive Director.
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know.
- treating children and their families with respect both in relation to *The Craig Family Centre*'s activities and outside of *The Craig Family Centre*. as part of normal social and community activities.

UNACCEPTABLE BEHAVIOURS

Committee members and staff must NOT:

- ignore or disregard any concerns, suspicions, or disclosures of child abuse.
- seek to use children in any way to meet the needs of adults.
- develop a relationship with any child that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts or inappropriate attention).
- ignore behaviours by other adults towards children when they appear to be overly familiar or inappropriate.
- ignore or disregard any concerns, suspicions, or disclosures of child abuse.
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality, or ethnicity.
- exchange personal contact details such as phone number, social networking site or email addresses with children who you come into contact with through your role at *The Craig Family Centre*.
- have unauthorised contact with children and young people who you come into contact with through your role at *The Craig Family Centre*. online or by phone.
- photograph or video a child who you come into contact with through your role at *The Craig Family Centre*. except in accordance with *The Craig Family Centre*'s policies.

All people involved in the care of children on behalf of Craig Family Centre will:

1. work towards achieving the aims and purposes of the organisation.
2. be responsible for relevant administration of programs and activities in their area.
3. maintain a duty of care towards others involved in these programs and activities.
4. take all reasonable steps to protect children from abuse and harm.
5. establish and maintain a child-safe environment for children and young people in the course of their work.
6. be fair, considerate, and honest in their dealings with others.
7. work with children in an open and transparent way.
8. treat children and young people with respect and value their ideas and opinions.
9. encourage children to participate in matters important to them.
10. act as positive role models in their conduct with children and young people and model appropriate adult behaviour.
11. listen to children and respond to their needs appropriately.
12. be professional in their actions.
13. maintain strict impartiality.
14. comply with specific organisational guidelines on physical contact with children.
15. respect the privacy of children and their families, teachers, and carers, and disclose information about them only to people who have a need to know.
16. operate within the policies and guidelines of the Craig Family Centre, including adhering to the Child Safe Policy, at all times.
17. report any allegations of child abuse.
18. contact the police if a child is at immediate risk of abuse (phone 000).

Staff, volunteers, and contractors shall work to prevent discrimination and actively promote the participation and inclusion of all children, recognising in particular:

1. Aboriginal and Torres Strait Islander children and young people.
2. children from culturally and linguistically diverse backgrounds.
3. children with a disability.
4. children who identify as lesbian, gay, bisexual or trans.
5. children who are intersex, non-binary or gender diverse.
6. children in and out of home care and the youth justice system.

Staff, volunteers, and contractors shall not:

1. shame, humiliate, oppress, belittle, or degrade children or young people.
2. unlawfully discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability.
3. seek to use children in any way to meet the needs of adults.
4. ignore or disregard any concerns, suspicions or disclosure of child abuse or harm.

5. engage in any activity with a child or young person that is likely to physically or emotionally harm them.
6. initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves, e.g. toileting or changing clothes.
7. be alone with a child or young person unnecessarily and for more than a very short time.
8. develop a “special” relationship with a specific child or young person for their own needs.
9. show favouritism through the provision of gifts or inappropriate attention.
10. arrange contact, including online contact, with children or young people outside of the organisation’s programs and activities.
11. have unauthorised contact with children and young people in person, online or by phone.
12. photograph or video a child or young person without the consent of the child and their parents or guardians.

CONSEQUENCES OF BREACHING THE CHILD SAFETY CODE OF CONDUCT

A breach of the Child Safety Code of Conduct by the Craig Family Centre a staff member, contractor or volunteer may result in disciplinary action being taken against them in accordance with the Craig Family Centre disciplinary policy, including and up to termination of employment or cessation of engagement with the organisation.

In addition to any action that may be taken according to the Craig Family Centre disciplinary policy, matters that indicate potential criminal conduct may be reported to police for investigation.



Dear **[Insert Name]**,

Re: Child Safety Code of Conduct

Please find attached the Craig Family Centre Inc. Child Safety Code of Conduct, which outlines how the service will meet the requirements of the *Child Safe Standards* in relation to the protection and a broad range of situations where interaction with children and young people may occur in the delivery of the Craig Family Centre services, including through digital technology and social media.

Employees have an important role in assisting the service to comply with the requirements of the Child Safe Standards by ensuring they understand and implement the Craig Family. Child Safety Code of Conduct. Therefore, all employees are required to read this policy and complete the attached acknowledgement form.

Please return the completed form by **[Date]**.

Yours sincerely,

Louise Ippolito

Executive Director.

(On behalf of the CFC Committee of Management)

Please note: this form will be kept with your individual staff record.

Craig Family Centre Inc Acknowledgement of reading the . Child Safety Code of Conduct

I, _____ have received and read CFC's *Privacy and Confidentiality Policy*.

Signature: _____

Date: _____