

Child Safe Code of Conduct

Person Responsible	Director
Status (Draft/Released)	Released
Date Last Updated	28th of March 2024

1.0 PURPOSE AND SCOPE

This Code of Conduct outlines the expected standards of behaviour with and in the company of children, including online conduct.

This policy and procedure applies to all additional staff, students, contractors and volunteers.

2.0 CODE OF CONDUCT

All personnel are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as described below.

All personnel are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to the *Child Safe Policy* at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to the Operations Manager and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to the Line Manager to discuss appropriate next steps

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- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe and reporting as soon as possible to police and/or Child Safety
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation (for example, no babysitting).
- have any online contact with a child or their family (unless necessary, for example conduction therapy via telehealth or providing families with resources or e-newsletters via email)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the People and Culture Manager.

If you believe a child is at immediate risk of abuse phone 000.

Last Reviewed: 28th March 2024

I understand that this policy outlines important information about the company and my employment. I understand it is my responsibility to read and comply with the information contained within any Adaptability Therapy policies or revisions made to them or new policies introduced. I understand that compliance with these policies is an essential term of my employment with Adaptability Therapy.

Name	
Signature	
Date	

POLICY AMENDMENT RECORD		
DATE	BRIEF DESCRIPTION OF AMENDMENT	AUTHORISED

