



Child Safe CODE OF CONDUCT

For staff, trainers, tutors, parents, contractors, and volunteers

Living Learning Pakenham
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Skills and Wellbeing Centres for Cardinia's Communities

Purpose

The Victorian Government introduced the Child Safe Standards (the standards), which are compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people) to help protect them from harm. The Standards require organisations that provide services for children and young people to have a Code of Conduct that establishes clear expectations for appropriate behaviour with children and young people.

This Code of Conduct outlines the expected behaviours, from all member of Living & Learning Pakenham Inc. (LLP) when interacting with children and young people, and some behaviours that we consider unacceptable. It is intended to complement the LLP Policy 4.7 Child Safety and Wellbeing.

All staff, contractors, volunteers and any other member of the LLP community are required to comply with the Child Safe Code of Conduct. The Child Safe Code of Conduct applies to all LLP operations, including camps and in the use of digital technology and social media.

A Child Safe Culture

All children have the right to feel safe and to be safe at all times. The commitment to a child safe culture is shared, openly and transparently, by all members of the LLP Board, staff and volunteers. Children will be supported to express their culture and enjoy their cultural rights.

LLP aims to protect children and reduce opportunities for child abuse or harm to occur and will not tolerate any form of abuse or racism.

Statement of Commitment to Child Safety

Living & Learning Pakenham Inc. (LLP) is committed to the safety and wellbeing of all people, especially children and young people. This commitment is at the centre of everything we do and the decisions we make.

LLP has zero tolerance for any forms of abuse and particularly abuse perpetrated against children. In all its forms of service delivery LLP is committed to providing a safe environment where all people, including children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention is paid to the safety of Aboriginal people, children from culturally and/or linguistically diverse backgrounds, as well as the safety of people with a disability, including children with a disability.

Child Safe Code of Conduct Version 2

Every person involved in LLP has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all people, including children and young people is at the forefront of all they do and every decision they make.

Expected Behaviours

All staff, volunteers, contractors, and any other member of the LLP community are responsible for supporting and promoting the safety of children and must:-

- Uphold the LLP Statement of Commitment to Child Safety at all times and adhere to the LLP Policy 4.7 Child Safety and Wellbeing and LLP Policy 7.8 Child Safe Complaints and Appeals.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff and volunteers.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they do not feel safe or well.
- Actively promote and consider the human rights, cultural safety, participation, and empowerment of all children.
- 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 and their families in making decisions about activities, policies and processes that concern them wherever possible.
- Identify and mitigate risks to children's safety and wellbeing and report any new or emerging risk to the CEO.
- Act on any incidents of racism by reporting any incident to the CEO.
- Take all reasonable steps to protect children and young people from abuse.
- If child abuse is suspected, ensure as quickly as possible that the child/children are safe and protected from harm and report immediately to the CEO.
- Demonstrate appropriate personal and professional boundaries.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with the LLP Policy 7.8 Child Safe Complaints and Appeals.
- Report any allegations of child harm or abuse or other child safety concerns to the CEO of LLP or other Senior Officer in their absence.
- Understand and comply with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse in line with the LLP Policy 4.7 Child Safety and Wellbeing.

- Respect the privacy of children and young people and their families and only disclose information to people on a need to know basis and in accordance with privacy legislation.

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Unacceptable Behaviours

All staff, volunteers, contractors, and any other member of the LLP community must not:-

- Condone or participate in behaviour that is illegal, unsafe or abusive to children and young people.
- Develop a relationship with any child that could be seen as favouritism or which amounts to 'grooming' behaviour (for example, offering gifts).
- Be alone with a child unnecessarily.
- Display violent or inappropriate behaviour towards a child or young person.
- 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.
- Discuss content of an intimate nature or use sexual innuendo with children.
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person.
- Engage in unwarranted and inappropriate touching involving a child or young person.
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality, or ethnicity.
- Deliberately prevent a child or young person from forming friendships.
- Persistently criticise and/or denigrate a child or young person.
- Use hurtful, discriminatory, or offensive behaviour or language with children or young people.
- Communicate directly with a child through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances or where there is a safety concern or other urgent matter.
- Use any computer, mobile phone, or video and digital camera to exploit or harass children and young people or expose them to offensive or sexualised content.
- Photograph or video a child in the LLP environment except where appropriate consent from the child's parent or guardian has been obtained.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent.

- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Exchange personal contact details with a child or young person such as phone number, social networking sites or email address, unless necessary.
- Consume alcohol or take illicit drugs at LLP or when working with children.
- Offer children or young people alcohol, cigarettes, or other drugs.
- Travel alone in a car/bus with a child or young person.
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Responsible Use of I.T. Equipment, Digital Technology and Social Media

LLP has zero tolerance for the inappropriate use of equipment, services and systems provided for students, staff, and visitors. Accessing or posting of inappropriate material using the LLP equipment, digital programs or social media applications may result in immediate dismissal or expulsion from LLP community programs and services.

Responding and reporting inappropriate conduct

Reporting of child abuse is not limited to mandated professionals. All staff, volunteers and third-party room hirers have a duty of care to protect any child associated with LLP, and to report concerns of child abuse and neglect. In the first instance reports should be made to the CEO.

The CEO will assess the risk to others at the Centre and take appropriate action without delay when a complaint is raised to ensure the safety of other children. In the absence of the CEO, should the safety concerns be urgent, a nominated senior officer will manage the complaint and any immediate risk.

Breaches of this Code of Conduct

All staff are obliged to report any breaches of this Code of Conduct to the CEO. In instances where a reportable allegation has been made, the matter will be managed in accordance with LLP Policy 7.8 Child Safe Complaint and Appeals.

Some breaches of this Code of Conduct may need to be reported to the Victorian Police.

Any breaches of the LLP Child Safe Code of Conduct will be regarded as serious a matter attracting administrative sanctions ranging from official reprimand to dismissal.

Legislation

Child Wellbeing and Safety Act 2005 (Vic)

The Crimes Act 1958 (Vic) Failure to Protect and Failure to Disclose

National Principles for Child Safe Organisations

Victoria's Child Safe Standards 2022

Related Policies

2.4 Records Retention and Archiving

4.7 Child Safety and Wellbeing

5.5 Police and Working with Children's Checks

5.7 Staff Recruiting

7.6 Access and Equity

7.8 Child Safe Complaints and Appeals

Living Learning Pakenham Code of Conduct

Acknowledgement

I have read this Code of Conduct and agree to abide by it and its terms.

Name:

Signature:

Date: