

Policy:	Child Safety Code of Practice	Last updated:	June 2020
Category:	Human Resources	Status:	Approved
Purpose:	To outline the standard of behaviour expected of employees regarding Child Safety	Approved by:	Board
		Endorsement Date:	6 th June 2018
Definitions:	A Code of Practice is a set of conventional principles and expectations that become a standard for all employees and relates to an individual's conduct, work performance and working relationships with other people.	Review Date	June 2024

Guidelines

Management, staff, volunteers and contractors at Tomorrow Today are required to abide by the Child Safety Code of Practice.

The Child Safety Code of Practice applies to all physical and online environments used by children engaged in Tomorrow Today's Education Benalla Program activities.

The Executive Officer will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers;
- Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
- Provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All staff, volunteers and contractors involved in the care of children on behalf of Tomorrow Today will:

- Work towards the achievement of the aims and purposes of the organisation
- Be responsible for relevant administration of programs and activities in their area
- Maintain a duty of care towards others involved in these programs and activities
- Establish and maintain a child-safe environment in the course of their work
- Report any allegations of child abuse or other child safety concerns to the Executive Officer or Education Benalla Program Manager
- Be fair, considerate and honest with others
- Treat children and young people with respect and value their ideas and opinions
- Listen and respond to the views and concerns of children, particularly if they disclose that they or another child has been abused or are worried about their safety or the safety of another child
- Promote the cultural safety, participation and empowerment of Aboriginal children, children with culturally and/or linguistically diverse backgrounds, children with a disability, children who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) children

- Ensuring, as far as practicable, that adults are not alone with a child – one-to-one interactions between an adult and child are to be in an open space or in line of sight of another adult
- Act as positive role models in their conduct with children and young people
- Be professional in their actions
- Maintain strict impartiality
- Comply with specific organisational guidelines on physical contact with children
- Respect the privacy of children, their families and teacher/carers, and only disclose information to people who have a need to know
- Maintain a child-safe environment for children and young people
- Operate within the policies and guidelines of Tomorrow Today; and
- Contact the police if a child is at immediate risk of abuse, phone 000, and ensure the child is safe and protected from harm

No person shall:

- Shame, humiliate, oppress, belittle, or degrade children or young people
- Unlawfully discriminate against any child
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality, or ethnicity
- Engage in any activity with a child or young person that is likely to harm them physically or emotionally
- 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
- Be alone with a child or young person unnecessarily and for more than a very short time
- Develop a 'special' relationship with a specific child or young person for their own needs
- Show favouritism through the provision of gifts or inappropriate attention
- Arrange contact, including online contact, with children or young people outside of the organisation's program and activities
- Photograph or video a child or young person without the consent of the child and his/her parents or guardians
- Work with children or young people while under the influence of alcohol or illegal drugs
- Engage in open discussions of a mature or adult nature in the presence of children
- Use inappropriate language in the presence of children; or
- Do anything in contravention of the organisation's policies, procedures or the Child Safety Code of Practice

Failure to comply with the Child Safety Code of Practice

If you breach the Child Safety Code of Practice you will face disciplinary action, which may be termination of your employment or cessation of engagement within the organisation

All breaches and suspected breaches of the Child Safety Code of Practice must be reported to the Executive Officer.

Relevant documentation

Child Safe Policy and Procedure

Child Safe Procedure

Employee Code of Practice

Reporting a Child at Risk form

Diversity and Inclusion Policy

References

Child Safe Organisations National Principles 2018

Child Wellbeing and Safety Act 2005

Victorian Child Safe Standards 2022