



Child Safe

Code of Conduct

All staff, volunteers, board members, visitors, trainers, participants and parents of Park Orchards Community House & Learning Centre Incorporated are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. All personnel of Park Orchards Community House & Learning Centre Incorporated are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Park Orchards Community House & Learning Centre Incorporated child safe policy at all times / upholding Park Orchards Community House & Learning Centre Incorporated statement of commitment to child safety 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 Park Orchards Community House & Learning Centre Incorporated Manager, Pauline Fyffe, and ensure any allegation to be reported to the police or child protection
- reporting any child safety concerns to Park Orchards Community House & Learning Centre Incorporated Manager, Pauline Fyffe
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff, trainers 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



Code of Conduct

-
- 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 without our managers knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate
 - have any unnecessary online contact with a child or their family
 - 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 Park Orchards Community House & Learning Centre Incorporated Manager, Pauline Fyffe.

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



I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:



Date reviewed	Version	Details of changes (if any)	Date of next review
10/11/2016	1.0	Original document	10/11/2017

Master document is the Electronic File.

This document is uncontrolled when printed.