



Child Safe Code of Conduct

All board members, staff, volunteers and participants of Park Orchards Community House & Learning Centre Inc. (POCH&LCI) are required to observe child safe principles and expectations for appropriate behaviour by adults towards and in the company of children, as noted below.

All board members, staff and volunteers of POCH&LCI are responsible for supporting and promoting the safety, participation, wellbeing and empowerment of children by:

- adhering to POCH&LCI's child safe policy at all times/upholding POCH&LCI's statement of commitment, policies and procedures to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with dignity and respect
- listening and responding to the views and concerns of children, particularly if they have stated that they or another child have 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)
- respecting the privacy of parents and children by only disclosing personal information when necessary
- where child abuse is suspected, ensuring that children are safe and protected from harm as quickly as possible
- reporting any allegations of child abuse to POCH&LCI's Manager and ensuring that any allegation is reported to the Victoria Police or Child Protection
- understanding and complying with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- ensuring as far as practicable that adults are not left alone with a child (where possible 2 adults should be on site with children at all times)

Board members, 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 on the basis of age, gender, sexuality, race, cultural or disability
- have any contact (including online or via telephone) 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 concerns, suspicions or disclosures of child abuse
- By observing these standards, you acknowledge your responsibility to immediately report any breach of this code of conduct to POCH&LCI Management. Failure to comply with this code of conduct will be investigated by POCH&LCI Management and may result in disciplinary action.

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