

# CHILD SAFE CODE OF CONDUCT

*Appropriate standards of behaviour towards children and young people*

<b>POLICY CODE</b> CH 1.1	<b>VERSION</b> 1.2.0 <small>Major version . minor version . draft</small>
<b>STATUS</b> Issued <small>Draft, Approved, Issued, In review</small>	<b>ISSUE DATE</b> 1 October 2021 <small>Date this exact version was released</small>
<b>AUTHORISED BY</b> Board <small>Who approves and reviews this policy</small>	<b>AUTHORISED ON</b> 15 June 2020 <small>Date the major version was approved</small>
<b>NEXT REVIEW</b> Jan – Mar 2022 <small>Quarter policy will next be reviewed</small>	<b>LAST REVIEW</b> 2 March 2021 <small>Date policy was last reviewed</small>

VicSRC will not tolerate any abuse of children and young people.

All staff and volunteers aged 18 years or older, as well as the Executive Committee and any other students working with us in a leadership capacity, are responsible for supporting the safety, participation, wellbeing and empowerment of all children and young people we work with.

This Code of Conduct outlines appropriate standards of behaviour towards children and young people and aims to protect children and young people by reducing any opportunities for abuse or harm to occur. The Code of Conduct applies to all VicSRC's work, including the use of digital technology and social media.

All staff and volunteers are expected to follow this code. Failure to do so will be considered as misconduct, which may lead to dismissal and/or reporting to the police. Breaches of this code will be handled using VicSRC's disciplinary procedures.

## All staff and volunteers will:

- Always follow VicSRC's policies and procedures, including **Child Safe Policy** and **Child Safe Reporting Procedure** and adhere to all relevant Australian and Victorian legislation.
- Follow the **Code of Ethical Practice for the Victorian Youth Sector**.
- Take all reasonable steps to protect children and young people from physical, emotional, or sexual abuse, harm or neglect.
- Treat all children and young people with respect by listening to them, valuing their ideas and opinions and acting in a culturally sensitive way.
- Welcome and include all children and young people, regardless of their background or lived experience.
- Provide environments that are physically, emotionally and culturally safe for all children and young people.
- Maintain professional boundaries and model appropriate behaviour in all real world and online contact with children and young people.
- Respect the privacy of children and young people, their families/carers, and only disclose information where you have informed consent or where there is a duty of care concern.

- Discuss with their line manager/supervisor and/or the VicSRC EO, who is the Designated Child Safe Person, and report any concern, allegation, disclosure or observation of child abuse to the relevant person or authority as outlined in VicSRC's reporting procedure and in line with mandatory reporting requirements, including the [Reportable Conduct Scheme](#).
- Report any breaches of this code to the VicSRC EO.
- Contact the police if a child or young person is at immediate risk of abuse (telephone 000).

**All staff and volunteers will not:**

- Shame, humiliate, oppress, belittle or degrade any child or young person.
- Discriminate against any child or young person on the basis of age, gender, race, culture, vulnerability or sexuality.
- Engage in any activity with a child or young person that is likely to cause them physical, emotional or cultural harm.
- 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/or for more than a very short time.
- Develop a 'special' relationship with a specific child or young person for their own needs.
- Engage in a romantic or sexual relationship with a young person they work with, or first made contact with through their work or volunteering, no matter the age of the young person.
- Show favouritism through the provision of gifts or inappropriate attention.
- Arrange unauthorised contact, including online or via the phone, with children or young people.
- Photograph or video a child or young person without their/their parents'/carers' consent.
- Use inappropriate language (including swearing, derogatory or belittling language) in the presence of children or young people.
- Disregard any action or report that breaches VicSRC's child safe policies and procedures.

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## CHILD SAFE CODE OF CONDUCT AGREEMENT

Name: \_\_\_\_\_

- I have read and fully understand the **Child Safe Policy** and **Child Safe Reporting Procedure**.
- I have read this **Child Safe Code of Conduct** and agree to abide by it at all times.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## RELATED

*What other VicSRC policies, procedures, guides and templates are associated with this policy or procedure? If something is not in this policy/procedure, it might be in one of them.*

CH 1.0 - Child Safe Policy

CH 1.2 - Child Safe Reporting Procedure

VicSRC's disciplinary procedures

[Code of Ethical Practice for the Victorian Youth Sector](#)

[CCYP | Reportable Conduct Scheme](#)

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## REFERENCES

*What resources were used to create this policy, for example, example or other organisations' policies, legislation, government advice?*

YACVic Child Safe Code of Conduct

