

# CHILD SAFE CODE OF CONDUCT

## Principles and Obligations

**All BCH staff, volunteers, students and contractors are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children and young people.**

**All BCH staff, volunteers, students and contractors are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- Adhering to the BCH Child Safety and Wellbeing policy at all times
- Prioritising the safety and wellbeing of children and young people, and taking responsibility for supporting child safe environments
- Acting as a positive role model for children and young people
- Promoting an environment where children and young people can have a say, can and express their thoughts and feelings and be taken seriously
- Create an environment where children and young people are involved in decisions affecting them
- Treating all children and young people fairly, equally and with respect
- Promoting the cultural safety, participation and empowerment of Aboriginal children
- Being sensitive to the needs of children and young people from culturally and linguistically diverse backgrounds
- Being sensitive to the needs of children and young people with a disability
- Valuing children's and young people's ideas and opinions, and believe them
- Maintaining professional standards of conduct, including keeping clear boundaries between professional and personal lives
- Acting in accordance with the organisation's Acceptable Use of Technology policy on online/digital interactions with children and young people (including all social media platforms, SMS, etc.)
- Respect children's and young people's privacy and keep their information and their families' information confidential unless otherwise required for safety reasons (the child or young person is at risk of harming self, others or at harm themselves).
- Reporting any conflicts of interest (such as an outside relationship with a child or young person)
- Being aware of their duty of care, and their legal obligations such as mandatory reporting of child abuse concerns
- Taking a child seriously if they disclose harm or abuse
- Challenging unacceptable behaviour and report all allegations, suspicions of abuse or actual or alleged breach of Child Safety and Wellbeing Policy to BCH's Child Safety Officer/s or relevant Line Manager or Executive Manager.



# CHILD SAFE CODE OF CONDUCT

## Staff, volunteers, students and contractors must not:

- Discriminate against any child or young person based on age, gender, race, culture, vulnerability, disability or sexual orientation
- Condone or participate in behaviour that is illegal, unsafe or abusive to children and young people
- Ignore, disregard or minimise any suspected child abuse or disclosures
- Act in a way that may put children or young people at risk of abuse
- Act in a way that is likely to result in harm to children or young people, including physical, emotional, psychological, or cultural harm
- Engage in unnecessary physical contact with children and young people or exhibit behaviours which may be construed as inappropriate
- Express personal views about different cultures, race, or sexuality while children or young people are present
- 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
- Exchange personal contact details with children or young people
- Have unauthorised contact with a child or young person or their family outside of the organisation, including online, on social media or by phone
- Develop inappropriate relationships with children or young people, including relationships that show favouritism
- Take photographic or video footage of any child or young person without appropriate documented consent (i.e. young person/parent/caregiver)
- Use inappropriate language in the presence of children and young people
- Discuss topics of an adult nature (outside scope of the organisations services)
- Offer children and young people alcohol, cigarettes, e-cigarettes, or illicit drugs and/or consume alcohol, cigarettes / e-cigarettes, or use illicit drugs in the presence of a child or young person
- Act in a way that could be deemed to be coercive, controlling, bullying, emotionally abusive, humiliating or degrading to the child or young person

## Upholding the Code of Conduct

All BCH staff, volunteers, students and contractors are expected to uphold the Child Safe Code of Conduct.

Breaches of this Code of Conduct may be subject to disciplinary procedures in accordance with the relevant industrial instrument and/or relevant terms of engagement.

All staff, volunteers, students and contractors are obligated to report any breaches of the Child Safe Code of Conduct to their line manager.

If a staff member, volunteer, student or contractor thinks that this Code of Conduct has been breached, they will act to prioritise the best interests of the child or young person and act promptly to ensure that the child or young person is safe. This will include engagement with line manager and the Child Safe Officers for advice and support.

Allegations of staff misconduct involving children will be managed in accordance with the Reportable Conduct Scheme requirements and may be subject to referral to Victoria Police.