

# Child Safe Code of Conduct

Council officers include full-time, part-time, casual, temporary, term contract employees, volunteers, students on placement, contractors and Councillors.

## You must:

- ✔ Treat children and young people with respect and value their ideas and opinions
- ✔ Act as positive role models in their conduct with children and young people
- ✔ Avoid any unnecessary physical contact with a child or young person
- ✔ Report any misconduct or inappropriate behaviour by other Council employees to their supervisor
- ✔ Contact the police if a child is at immediate risk of abuse – phone 000.
- ✔ Report any suspicions based on reasonable grounds that a child or young person is at risk of significant harm to their supervisor or the Child Protection Helpline on 132 111

## Those holding a Working with Children Check must:

- ✔ Act in accordance with this Code of Conduct outside of work, and note their behaviour, regardless of whether at work or not, may be subject to the Reportable Conduct Scheme.
- ✔ Should they become aware another Council employee poses a serious risk of abusing a child under 18 years of age, alert their supervisor and ensure measures are taken to remove or reduce the risk of abuse.
- ✔ Note 'failure to protect' where an employee has power to do so, may incur a penalty of up to two years' imprisonment.

## You must not:

- ✗ Shame, humiliate, oppress, belittle or degrade children or young people
- ✗ Unlawfully discriminate against any child
- ✗ Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- ✗ 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 Council's services, programs and activities
- ✗ Photograph or video a child or young person without the consent of the child and their parent/s or guardian/s
- ✗ 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.

Breaches of the Child Safe Code of Conduct can lead to disciplinary action up to and including termination of employment.

