



## Code of conduct – Child Safe Policy

**All staff and volunteers of InclusivED are required to observe child safe principles and expectations for appropriate behaviour by adults towards and in the company of children, as noted below.**

**1. All staff and volunteers of InclusivED are responsible for supporting and promoting the safety, participation, wellbeing and empowerment of children by:**

- adhering to InclusivED's child safe policy at all times/upholding InclusivED's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- 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 child
- treating everyone with dignity and respect
- promoting the cultural safety, participation and empowerment of Aboriginal children
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of children with a disability
- modelling appropriate adult behaviour in an open and transparent way
- 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 InclusivED's Principal Consultant 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

### **Staff and volunteers must not:**

- develop any 'special' relationships with children that may be seen as favouritism or amount to 'grooming' behaviour including through the provision of gifts or inappropriate attention
- exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical
- put children at risk of abuse
- 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
- 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 the knowledge and/or consent of InclusivED's management.
- ignore or disregard any concerns, suspicions or disclosures of child abuse

\*Please make sure you read the document [Strategies to identify and reduce or remove risks of child abuse factsheet](https://providers.dhhs.vic.gov.au/resource-6-strategies-identify-and-reduce-or-remove-risks-child-abuse-word) <https://providers.dhhs.vic.gov.au/resource-6-strategies-identify-and-reduce-or-remove-risks-child-abuse-word> for a list of risk considerations.]

\*By observing these standards, you acknowledge your responsibility to immediately report any breach of this code of conduct to InclusivED's management. Failure to comply with this code of conduct will be investigated by InclusivED and may result in disciplinary action.

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

I agree to adhere to this code of conduct:

Name: .....

Signature: .....

Date: .....