

## Operational Policy

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|-------------------------------------|----------------------|------------------------------------|
| <h1>CHILD SAFE CODE OF CONDUCT</h1> | Date Adopted:        | 4 <sup>TH</sup> February 2019      |
|                                     | Adopted By:          | Choose an item.                    |
|                                     | Review Date:         | 11 <sup>th</sup> January 2022      |
|                                     | Responsible Officer: | Children's Services<br>Team Leader |
|                                     | RM8 No:              | D/19/27568                         |

### STATEMENT OF COMMITMENT TO CHILD SAFETY

Southern Grampians Shire Council Family Day Care is committed to the safety and wellbeing of all children and young people and has a zero tolerance of child abuse. It is the role of the educator and the coordination unit staff to ensure our service is a safe, supportive and enriching environment that respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation or family or social background, have equal rights to protection from abuse.

Our service is committed to the cultural safety of Aboriginal and Torres Strait Islander children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

Our service will actively seek the opinions of all children on matters that concern them, and will implement strategies to empower them to understand personal safety and their right to speak out.

Everyone working in our service has a duty of care and responsibility for the protection of the children within our care and for reporting information about suspected child abuse.

All staff, educators, parents/guardians, contractors and their family members, students, volunteers and visitors of Southern Grampians Shire Council Family Day Care have a shared responsibility to ensure the *Child Safe* policy is accepted as a high priority. All stakeholders must observe Child Safe Principles and expectations for appropriate behaviour towards and in the company of children, as noted in the *Child Safe Code of Conduct*.

### ACCEPTABLE BEHAVIOURS

All Southern Grampians Shire Council Family Day Care stakeholders are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to Southern Grampians Shire Council Family Day Care's *Child Safe* policy at all times / upholding Southern Grampians Shire Council Family Day Care's *Statement of Commitment to Child Safety* at all times.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone with respect.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has 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).
- Having a zero tolerance of discrimination and 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 (for example, during personal care activities).
- Ensuring as far as practicable that adults are not left alone with a child or placing themselves in any situation which could be misinterpreted (for example, changing nappies behind closed doors).
- Notifying any concerns of or allegations of child abuse or child safety to the Coordination Unit.
- Ensuring any concerns of or allegations of child abuse or child safety is reported to the police and child protection. If an allegation of child abuse is made, ensure as quickly as possible that the child(/ren are safe and protected from harm.
- Encouraging children to 'have a say' and participate in all relevant activities where possible, especially on issues that are important to them.
- Considering the risks associated with crossing professional boundaries by having face to face or online contact with a child or their family outside of our service, unless necessary and reasonable (for example babysitting, attending birthday parties, or un-work related social media contact).
- Promoting cyber, online and mobile phone safety and empowering children and families to be aware of cyberbullying, grooming and trolling, and the steps they can take to increase online safety and security on all applications and devices accessible to children.

## UNACCEPTABLE BEHAVIOURS

Staff, educators, parents/guardians, contractors and their family members, students, volunteers and visitors of Southern Grampians Shire Council Family Day Care must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- 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 sometimes, for example while giving comfort to a small child or when 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 because of culture, race, ethnicity or disability.
- Photograph or video a child without the consent of the child (where developmentally appropriate) and written authorisation of the child's parent or guardian.
- Upload photographs and videos of a child to any social media platforms without the consent of the child (where developmentally appropriate) and written authorisation of the child's parent or guardian, in accordance with Southern Grampians Shire Council Family Day Care's *Social Media* policy.
- Consume alcohol or take illicit drugs under any circumstance while children are present in care in the family day care environment or when on any other outing.

**If you believe a child is at immediate risk of abuse please call 000.**