

# Child Safeguarding Code of Conduct



Children and young people are valued and respected members of our community and have the right to be safe and feel safe, at all times. Glen Eira City Council makes the following commitments to children and young people:

- **Respect** – we value the diversity, identity and abilities of all children and young people, uphold equity and provide culturally safe environments for all, including Aboriginal and Torres Strait Islander children and young people.
- **Connection** – we enable participation and value the voices and contribution of all children and young people.
- **Safe People** – the way we work with children and young people and, who works with children and young people is guided by our recruitment practices, training, and Child Safeguarding Code of Conduct.
- **Safe Environments** – our safeguarding practices help us identify risks and take action to ensure children and young people are safe and feel safe.

**I will:**

- Take all reasonable steps to protect children and young people from child abuse or harm.
- Take all concerns, incidents, allegations and disclosures of child abuse or harm seriously.
- Report any reasonable belief that child abuse or harm has occurred, is occurring or is at risk of occurring, in line with Council’s Child Safeguarding Policy and procedures.
- Uphold the rights of children and young people and prioritise their needs.
- Consider the needs and diversity of children and young people and support them to fully participate by providing a safe, welcoming, accessible, and culturally safe environment.
- Treat all children and young people with respect and dignity regardless of race, sex, gender identity, sexual orientation, language, political or other opinion, nationality, cultural background, financial status, disability or other characteristics.
- Ensure Aboriginal and Torres Strait Islander children and young people and their families/carers, feel welcome and supported to express their culture and enjoy their cultural rights.
- Listen, take seriously and respect the ideas, opinions and complaints of children and young people.
- Involve children and young people and their families/carers in strategic and operational decisions that directly impact them.
- Take, use, view, store and publish photographs or videos of children and young people in Council programs and services in line with Council’s Guidelines for Using and Taking Photos and Videos.
- Seek prior approval for providing services and programs to children and young people outside Council’s usual hours of business.
- Respect the privacy of children and young people and their families/carers.
- Report any conflicts of interest (such as an outside relationship with a child or young person and/or their family/carers) that may impact my ability to perform my role in

	<p>line with Council’s policies and procedures and this Child Safeguarding Code of Conduct.</p> <ul style="list-style-type: none"> <li>▪ Identify risks to the safety and wellbeing of children and young people. Implement practices to safeguard children and young people in line with Council’s risk management plans.</li> <li>▪ Comply with relevant child safeguarding legislation and Council’s child safeguarding policies, procedures and practices.</li> </ul> <p><b>Practice appropriate or ‘safe touch’ with children and young people, including ensuring my physical contact is:</b></p> <ul style="list-style-type: none"> <li>▪ appropriate to the development needs of the child or young person</li> <li>▪ strictly in line with the type of contact required to perform the duties of my role e.g. comforting a child in distress, administering first aid, teaching a child to swim</li> <li>▪ open, non-secretive and culturally sensitive</li> <li>▪ attuned to a child or young person’s cues</li> <li>▪ explained to the child or young person - why and where they need to be touched eg. when doing things of a personal nature, such as changing a nappy</li> </ul>
<p><b>I will not:</b></p>	<ul style="list-style-type: none"> <li>▪ Condone or participate in illegal, unsafe, abusive, or harmful behaviour towards or in the presence of children and young people – including, physical violence, sexual abuse or sexual misconduct, emotional or psychological abuse, grooming, neglect or family violence.</li> <li>▪ Use offensive language or speak to a child or young person in an angry, intimidating or threatening manner.</li> <li>▪ Create an environment or act in a way that makes a child or young person feel unsafe.</li> <li>▪ Discuss intimate, sexualised or violent topics with or in the presence of children or young people, except where this is part of service/education delivery or professional guidance.</li> <li>▪ Treat a child or young person less favourably on the basis of their age, gender, race, culture, religion, disability, vulnerability, sexuality or other protected attributes or express personal views on such attributes when speaking to or in the presence of a child or young person.</li> <li>▪ Work with children and young people while under the influence of alcohol or prohibited drugs</li> <li>▪ Offer children and young people alcohol, and/or other drugs, cigarettes and vaporisers.</li> <li>▪ Touch a child or young person in a way that is unnecessary or falls outside what is reasonable for undertaking the duties of my role.</li> <li>▪ Initiate unnecessary physical contact with children or young people or do things of a personal nature that children or young people can do for themselves.</li> <li>▪ Be alone with a child or young person when there is no professional reason for doing so.</li> <li>▪ Develop a ‘special’ relationship with a child or young person or show favouritism or a preference that may be deemed as ‘grooming’ behaviour, eg. offering gifts or providing special treatment.</li> <li>▪ Have contact with children and young people in Council programs or services or their families/carers for any purpose, that is not transparent to Council and related to approved Council activities or the requirements of my role.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Solicit, conduct or accept requests from children and young people in Council programs and services or their family/carers for any purpose unrelated to Council's activities, eg. engage in babysitting, attendance at social gatherings, non-authorised home visits, private lessons etc.</li> <li>▪ Exchange personal contact details with a child or young person in Council programs and services eg. phone number, social media and networking sites, email address etc.</li> <li>▪ Use personal social media accounts, social networking applications, gaming accounts or online platforms etc to communicate or 'connect' with children and young people in Council programs and services or their family/carers.</li> <li>▪ Take, use or publish photographs or videos of children and young people in Council programs and services without appropriate consent – refer to Council's Guidelines for Using and Taking Photos and Videos.</li> <li>▪ Post images or information about children and young people in Council programs and services on my personal social media, social networking applications, gaming accounts or online platforms etc.</li> <li>▪ Use any computer, mobile phone, gaming device, video camera or camera, to exploit or harass children and young people or expose them to illegal activity, offensive or sexualised content.</li> <li>▪ Access Council records or information of children, young people and their family/carers for purposes unrelated to my role at Council.</li> <li>▪ Disclose personal or sensitive information about a child or young person without consent from the child or young person and their family/carers, unless I am required to do so under legislation.</li> </ul>
<p><b>I will:</b></p>	<ul style="list-style-type: none"> <li>▪ Report breaches of this Child Safeguarding Code of Conduct by Council employees, volunteers, contractors and work experience and placement students in line with Council's Child Safeguarding Policy and child safeguarding reporting procedures.</li> <li>▪ Report breaches of Council's Child Safeguarding Policy and any associated policies and procedures by Council employees, volunteers, contractors and work experience and placement students in line with Council's child safeguarding reporting procedures.</li> <li>▪ Report breaches of the Councillor Child Safe Policy and Code of Conduct.</li> <li>▪ Report all instances of racism or discrimination against children and young people.</li> </ul>
<p><b>I understand:</b></p>	<p>That breaches of this Child Safeguarding Code of Conduct may result in:</p> <ul style="list-style-type: none"> <li>▪ Council reporting to relevant authorities eg. Victoria Police, Commission for Children and Young People, industry regulators etc.</li> <li>▪ a reportable conduct investigation under the Reportable Conduct Scheme.</li> <li>▪ disciplinary action in line with Council's relevant policies and procedures.</li> <li>▪ criminal penalties for an adult that fails to disclose a reasonable belief that a sexual offence has been committed by an adult against a child or young person under the age of 16.</li> <li>▪ criminal penalties for anyone in a position of authority who is aware of a substantial risk that a child or young person may be become the victim of a sexual offence committed by an adult associated with Glen Eira City Council (employee, volunteer, contractor or Councillor) negligently fails to take appropriate action to address the risk.</li> </ul>

**I understand and  
agree to abide by  
the Child  
Safeguarding Code  
of Conduct**

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**Signature**

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**Full Name**

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**Date**