

# **Hackham West Community Centre**

## **Staff & Volunteer Child Safe Code of Conduct**

**All staff, volunteers and board members of Hackham West Community Centre are required to always observe child safe principals and expectations for appropriate behaviour towards and in the company of children, as noted below.**

- Always adhering to the Hackham West Community Centre Child Safe policies and procedures.
  - *Children, Young People and Vulnerable Persons Safety Policy*
  - *Protection of Children, Young People and Vulnerable Persons Procedure*
- The *Children and Young Persons (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016* set the standards for organisations working with children and young persons.
- Always upholding the *National Principals for Child Safe Organisations* to child safety.

**All staff, volunteers and board members of Hackham West Community Centre are individually and as an organization to be responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- Taking all reasonable steps to protect children from abuse.
- Treating everyone with respect.
- Listening and responding to the view 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 child.
- Promoting the cultural safety, participation, their connection to kin and empowerment of Aboriginal children, (for example, by never questioning an Aboriginal child's self-identification).
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds and children who identify as LGBTIQ (for example, by having zero tolerance of discrimination).
- Promoting the safety, participation, and empowerment of children with a disability, (for example, during personal care activities).
- Under no circumstances and ensuring as far as practical that adults are not left alone with a child.
- Reporting any allegations of child abuse to the Child Abuse Report Line – CARL, 13 14 78. Documenting the call. Reporting and de-brief with the Hackham West Community Centre's Child Protection Coordinator and management.
- Take all reasonable steps to protect children from abuse by proactively identifying and managing risk and being vigilant about the signs of abuse.
- Reporting any safety/risk concerns to your coordinator and management.
- If an allegation of child abuse is made, ensure as quickly as possible that the child/ren are safe.
- Escalate your report if you think your coordinator has not acted on your report to the manager or child protection coordinator.
- Report unethical and/or suspicion of grooming behaviour to your coordinator, manager or child protection coordinator.

- Encouraging children to “have a say” and listen to children for them to participate in all relevant organisational activities where possible, especially on issues that are important to them.

**Staff, volunteers and board members must not:**

- Develop any “special relationships” with children that could be seen as favouritism, (for example, the offering of gifts, attending children’s birthday parties or special treatment for a specific child).
- Exhibit behaviours with children which may be constructed as unnecessarily physical, (for example inappropriate sitting on an adult lap. Sitting on laps could be appropriate sometimes for example while reading a storybook to a small child in an open plan area.
- Put children at risk of abuse, (for example, not having clear sight and view of the room, locking doors on children).
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in open adult conversations or adult nature in the presence of children.
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race, sexuality in the presence of children.
- Discriminate against any child, including because of culture, race, ethnicity, or disability.
- Photograph or video a child without consent of their parents or guardian.
- Take photos of children on their personal phones, photos to be taken only on official centre agreed devices.
- Distribute photographs or videos of a child in any media format without the consent of the parent or guardian.
- Have contact with a child or their family outside of the organization without discussing with the Child Protection Coordinator and documenting this on the “family friendships form:”. (For example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
- Have online contact with a child or their family, (unless necessary, for example providing families with e-newsletters and Centre approved online contact, the Centres official Facebook page).

**Staff, Volunteers and the Board of Management must adhere to the following statements:**

- Hackham West Community Centre is a child safe, family friendly Centre
- We value, respect, and listen to the voice of the child and young person.
- We provide a warm, welcoming, inclusive, fun, and safe environment for children and young people.
- Hackham West Community Centre is committed to the safety and well being of children and young people who access services of the Centre.
- Children and young people have the right to feel safe all the time.
- The Centre supports the rights of children and young people and will act without hesitation to ensure a Child Safe Environment is always maintained.

- The Centre has an open and aware culture that always promotes the protection of children and young people.
- It is an individual's responsibility to report suspicion of harm or risk of harm to the Child Abuse Report Line (CARL) on 13 14 78 and then follow the correct procedure for reporting the information to your coordinator, child protection coordinator and management. It is not the responsibility of the employer or manager, Staff and volunteers have a legal obligation to report child abuse.
- Understanding that abuse is categorized and definitions are available in the document Mandatory Notification Information Booklet and the Mandatory Reporting Guide South Australia.
- Keeping children and young people safe is a share responsibility.
- This means everyone has a duty of care to protect and provide an environment that is safe and looks after the well being of children, young people, vulnerable persons, and their families in the Centre.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Hackham West Community Centre's management leadership and or the Child Protection Coordinator.

By observing this Code of Conduct, you acknowledge that it is your responsibility to adhere to and follow the Code of Conduct terms that are outlined in this document.

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

I understand and agree to abide by the Hackham West Community Centre's Code of Conduct, Policies, Procedures and National Principals for Child Safe Organisations.

**HACKHAM WEST COMMUNITY CENTRE**

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**Our  
community  
centre.**  
**The heart  
of HackhamWest.**