



CHILD SAFE CODE OF CONDUCT

Applies to: All Djirra staff and volunteers in the course of their work in all offices, events and functions of Djirra.	Version: 1.0
Responsibility: Executive Team	Date approved: 16 November 2021
	Next review date: Three years after approval

Purpose

Djirra is committed to creating and maintaining an environment that promotes safety for anyone accessing our services, programs and events, including children.

Our *Child Safe Policy* outlines our approach to ensuring child safety. This Code of Conduct describes the required behaviours of all staff and volunteers in their interactions with children.

The expectations in the *Child Safe Code of Conduct* are consistent with the behavioural expectations established through Djirra's Code of Conduct but relate specifically to the interactions of staff and volunteers with children who access Djirra's services, whether directly or indirectly.

Scope

All staff and volunteers at Djirra are required to comply with the *Child Safe Code of Conduct* by observing the expectations for appropriate behaviours set out below.

Child Safe Code of Conduct

Djirra staff and volunteers are responsible for ensuring the safety, wellbeing and empowerment of children, including as follows.

Staff and volunteers must promote the **safety of children** by:

- adhering to all relevant Australian and Victorian legislation, our *Child Safe Policy* and other related policies and procedures;
- understanding the definitions, indicators and impact of child abuse;
- taking all reasonable steps to protect children through the early identification, management and mitigation of risk of harm or child abuse;
- understanding the rights of children (as appropriate to their role) and ensuring the children who access Djirra's services are aware of their rights;
- listening to and valuing children's ideas and opinions, especially on issues that are important to them;
- modelling appropriate adult behaviour in an open and transparent way;
- respecting the privacy of clients and children by only disclosing personal information when necessary;

- minimising the exposure of children to distressing information shared by clients; and
- observing professional boundaries with children at all times, including when seeing a child associated with Djirra outside of the workplace.

Staff and volunteers must respect **cultural safety and inclusion** for all children by:

- welcoming any children who attend Djirra’s premises or workshops by being inclusive and mindful of their needs;
- treating all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status; and
- actively promoting cultural safety and inclusion.

Staff and volunteers must **manage and respond to all child safety** concerns by:

- appropriately acting on any concerns raised by children regarding their safety;
- where child abuse is suspected, ensuring that children are safe and protected from harm as quickly as possible;
- raising concerns with management if risks to child safety are identified in any of the services Djirra’s provides;
- reporting and acting on any behavioural complaints, concerns or observed breaches regarding this Code of Conduct; and
- understanding and complying with all reporting and/or disclosure obligations, including mandatory reporting; and

Staff and volunteers at Djirra **must never**:

- be alone with a child in a separate and unobserved space without the presence of another adult (unless appropriate risk management strategies have been approved in advance by their manager);
- allow a disclosure of family violence to be made in the presence of a child;
- develop ‘special’ relationships with specific children or show favouritism through the provision of gifts or inappropriate attention;
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes;
- condone or participate in behaviour with children that is illegal, unsafe or abusive;
- engage in open discussions of a mature or adult nature in the presence of children;
- use hurtful, discriminatory or offensive behaviour or language in the presence of children;
- discriminate against any child, including on the basis of age, gender, sexuality, race, cultural or disability;
- question a child’s self-identification or self-expression related to their gender, race, culture, ethnicity, religion, sexuality or disability;
- exchange personal contact details such as phone numbers, social networking details or email addresses with children;
- have unauthorised contact with children and young people online, on social media or by phone;
- ignore or disregard any concerns, suspicions or disclosures of child abuse;
- seek to use children in any way to meet the needs of adults;
- exaggerate or trivialise child abuse issues; and/or
- engage in rough physical games.

Staff or volunteers who breach this Code of Conduct may be subject to disciplinary action, including (but not limited to) enhanced supervision, appointment to an alternate role, suspension or termination from the organisation.