Child Safe Code of Conduct

DOCUMENT NAME
Child Safe Code of Conduct

DATE ADOPTED
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NEXT REVIEW DATE
TBC

COUNCIL MINUTE NUMBER
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POLICY TYPE
Council Policy

RESPONSIBLE DEPARTMENT
People and Culture

RELATED DOCUMENTS
Including, but not limited to, Child Safe Procedure, Child Safe Policy, Children's Guardian Act 2019 (NSW); Office Of Children Guardian Reportable Conduct Fact Sheets; Children And Young Persons (Care And Protection) Act 1998 (NSW); Child Protection (Working With Children) Act 2012; Child Protection (Working With Children) Regulation 2013 (NSW); Children (Education And Care Services National Law Application) Act 2010 (NSW); Crimes Act 1900 (NSW); Recruitment, Selection And Probation Policy; Recruitment, Selection And Probation Procedure; Recruitment, Selection And Probation Guidelines; Equity, Diversity And Respect Policy; Model Code Of Conduct; Social Media Policy; Disciplinary Policy And Procedure

Purpose
The purpose of the Child Safe Code of Conduct is to establish the standards of behaviour expected of all workers when interacting with children and young people and to support Council's commitment to creating and maintaining a child safe organisation. The Code promotes safe, respectful and professional relationships with children and young people, identifies expected and unacceptable behaviours, and supports the safety, wellbeing, participation and rights of children and young people. The Code forms part of Council's Child Safe Framework and is to be read in conjunction with Council's Child Safe Policy and Procedure.

Statement
Council is committed to providing safe, inclusive and supportive environments for children and young people. Council requires all workers to uphold child safe principles, maintain appropriate professional boundaries and demonstrate behaviours that promote the safety, welfare, wellbeing, dignity, participation and rights of children and young people. All workers must comply with the Child Safe Code of Conduct when undertaking work for or on behalf of Council. Failure to comply with the Code may result in disciplinary or other corrective action

Scope
This Child Safe Code of Conduct applies to all workers engaged by, representing or working on behalf of Council, including employees, volunteers, contractors, subcontractors, agency staff, consultants, work experience students, Councillors, board members and grant recipients.

The Code applies regardless of whether a person undertakes child-related work and applies whenever a worker is interacting with children and young people through Council services, programs, activities, events, facilities or digital platforms.

Definitions

Term	Definition
Child or young person	A person under 18 years of age.
Worker	Any person engaged by, representing or performing work for or on behalf of Council, including employees, volunteers, contractors, subcontractors, agency staff, consultants, work experience students, Councillors, board members and grant recipients.
Grooming	Behaviour intended to establish trust, access, influence or an inappropriate relationship with a child or young person for an improper purpose. Grooming may include favouritism, gift-giving, secrecy, boundary-testing or creating a special relationship.
Wearable recording device	A device worn or carried on the body that is capable of capturing, storing or transmitting images, video or audio, including smart glasses, body-worn cameras and other wearable technology with recording functionality.
Restricted area	An area designated by Council where the wearing, carrying or use of a wearable recording device is prohibited.

Penrith City Council's Child Safe Code of Conduct

I will:

- Act in accordance with Council's Child Safe Code of Conduct and Child Safe Policy and Procedure.
- Promote and uphold the rights, participation and wellbeing of children and young people.
- Treat all children and young people with respect and value their ideas, views and experiences.
- Listen to and take seriously concerns, disclosures and feedback raised by children and young people.
- Provide a safe, inclusive and supportive environment for children and young people, including online environments.
- Actively promote cultural safety and inclusion and respect the diverse backgrounds and needs of children and young people.
- Maintain appropriate professional boundaries with children and young people.
- Respect the privacy of children and their families and maintain confidentiality where appropriate.
- Report concerns about the safety, welfare or wellbeing of a child, including suspected abuse, neglect, grooming, reportable conduct or inappropriate behaviour, in accordance with Council's Child Safe Policy and Procedure.
- Participate in child safety training and seek guidance when unsure about child safety requirements.
- Support a culture where child safety concerns can be raised without fear of reprisal.
- Comply with all legislative, regulatory and Council requirements relating to devices, photography and storage of images

I will not:

- Shame, humiliate, oppress, belittle or degrade children or young people.
- Unlawfully discriminate against a child or young person.
- Engage in any behaviour that is likely to physically, emotionally or psychologically harm a child or young person.
- Ignore, minimise or fail to report concerns about the safety, welfare or wellbeing of a child or young person
- Develop inappropriate personal relationships with children or young people.
- Develop a special relationship with a child or young person for my own personal needs, benefit or gratification.
- Seek emotional, personal or social support from a child or young person.
- Use my position to obtain personal benefit from a relationship with a child or young person.
- Show favouritism through gifts, special treatment, excessive attention or inappropriate attention.
- Be alone with a child or young person unnecessarily.
- Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves.

- Use unreasonable, unnecessary or inappropriate physical force.
- Push, pull, grab, shake, strike, intimidate or physically punish a child or young person.
- Arrange contact, including online contact, with children or young people outside Council services, programs or activities.
- Communicate with children or young people through personal social media accounts, messaging applications or other personal online platforms.
- Share personal contact details with children or young people unless authorised for legitimate work purposes.
- Photograph or video a child or young person without the appropriate consent.
- Photograph, video or record a child or young person using a personally owned device.
- Wear or use a wearable recording device, including smart glasses, in any restricted area designated by Council, unless authorised for legitimate Council purposes or approved as an assistive technology device.
- Use a wearable recording device to photograph, video record, audio record or livestream a child or vulnerable person without appropriate authorisation.
- Engage in grooming behaviour, including favouritism, gift-giving, creating special relationships, secrecy, boundary-testing or any conduct intended to develop an inappropriate relationship with a child.
- Engage in open discussions of a mature or adult nature in the presence of children.
- Use inappropriate language in the presence of children.
- Engage in sexually inappropriate behaviour, sexual comments, sexualised jokes or sexual conversations with or in the presence of children.
- Engage in conduct that may constitute sexual misconduct or a sexual offence involving a child.

Breaches of this Code

All workers are expected to comply with this Child Safe Code of Conduct and contribute to a safe and supportive environment for children and young people.

Any suspected or actual breach of this Code will be assessed and managed in accordance with Council's Child Safe Policy and Procedure, Council's disciplinary processes, the Local Government (State) Award, applicable legislation and any other relevant Council policies and procedures.

Reporting Child Safety Concerns

Workers must immediately report concerns regarding the safety, welfare or wellbeing of a child or young person, including suspected abuse, neglect, grooming, reportable conduct, inappropriate behaviour or breaches of this Code, in accordance with Council's Child Safe Policy and Procedure.

Document Control

Policy History	Approving Authority	Date