

## Commitment to Child Safety

At The Centre for Volunteering, we are committed to supporting the safety of all children<sup>1</sup>, with a zero-tolerance approach to abuse. This includes a culture where preventing and reporting abuse is encouraged and supported.

All staff<sup>2</sup> and volunteers are responsible for promoting the safety, wellbeing and empowerment of children. This includes understanding and responding to children's diverse needs and cultural considerations.

Our Child Safe Code of Conduct sets out how we expect adults in our organisation to behave around children to help prevent harm and abuse in our physical spaces and online. Our Child Safe Code of Conduct identifies:

- **'I will'** child safe behaviours that we consider acceptable
- **'I won't'** behaviours that we consider unacceptable.

Engaging in unacceptable behaviour is a breach of our Child Safe Code of Conduct and may result in disciplinary action.

## Different Types of Child Harm and Abuse

Child abuse takes many forms. For the purposes of this policy and related policy documents, the following definitions apply. These can mean a one-off incident or a pattern of any of the following:

|                                                            |                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Psychological abuse (also known as emotional abuse)</b> | This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.                                                                                                                                                                                   |
| <b>Physical abuse</b>                                      | This includes behaviours such as pushing, shoving, punching, slapping, kicking and unauthorised use of restraint.                                                                                                                                                                                                                                                 |
| <b>Sexual abuse</b>                                        | This includes the sexual touching or sexual assault of a child, grooming, and production, distribution or possession of child abuse material.                                                                                                                                                                                                                     |
| <b>Grooming</b>                                            | This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually or physically abuse the child.                                                                                 |
| <b>Misconduct</b>                                          | This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap. |
| <b>Lack of appropriate care</b>                            | This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.                                                                                                                                                                                                                                           |

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<sup>1</sup> For this policy and associated documents and procedures, a child is a person aged zero to 18 years.

<sup>2</sup> Staff includes managers; supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, contractors, and sub-contractors at The Centre.

## Acceptable and Unacceptable Behaviours in our Organisation

The list of acceptable and unacceptable behaviours below are in relation to interactions of staff and volunteers with children who interact with our organisation's services, activities, events and locations.

### I will:

- treat all children with respect;
- uphold the rights of the child and always prioritise their needs;
- make sure the needs of all children remain the paramount focus of any decision-making;
- listen to and value the ideas and opinions of all children, and respond to them appropriately;
- welcome all children and their families and carers, and ask them to participate in decisions around child safety;
- actively promote safe and inclusive practices for all children, including those with diverse needs, circumstances and backgrounds, including children with disability;
- adhere to the organisation's child safe policies, procedures and practices;
- participate in all compulsory child safe training;
- include a child's parent or carer in any direct online communication or correspondence where possible. Where The Centre does not have a child's parent's or carer's contact details, such as for the Awards program, the child (and nominator) will be communicated with via a shared multi-staff award@ email inbox in order to gather parent / guardian contact details. Further, all correspondence relating to child nominees will be saved in a stand-alone Outlook folder.
- in the event Centre staff are unable to reach a nominee's parent or guardian or receive their written consent, staff will not include the nominee in the Regional Ceremonies, however their certificate will be forwarded to their nominator for distribution at a later date.
- check photo and video consent forms for all child Awards nominees gathered via Formstack and collected in SharePoint and check for permission before publishing any images of minors to the website, social media, or any other channels.
- when transporting a child at work, take all reasonable steps to ensure at least two adults are travelling with the child at all times or put in place a suitable arrangement between my organisation and the parents or carers of the child. If the child is alone, they must sit in the back seat of the vehicle.
- let the organisation know about any out-of-hours contact with any children who interact with our services, activities and events, and make sure there is a valid reason for this contact and parents or carers are also aware of this contact;
- take all reasonable steps to protect children from harm and abuse, and report and act on any concerns or allegations (see reporting obligations below);
- report any conflicts of interest such as a relationship with a child that is outside the organisation;
- raise concerns with your manager if risks to child safety are identified;
- take a child seriously if they disclose harm or abuse and follow the correct procedures for responding to a disclosure;
- make sure breaches of the Child Safe Code of Conduct and any instances of concerning behaviour from adults are reported immediately; and
- respect the privacy of children, and their families, and keep all information about child protection concerns confidential.

I won't:

- condone or participate in unsafe, harmful or abusive behaviour towards children, including psychological, physical and sexual abuse, grooming, misconduct or lack of appropriate care;
- ignore or disregard any concerns, suspicions or disclosures of child abuse;
- exaggerate or trivialise child abuse issues;
- persistently criticise or denigrate a child;
- use hurtful, discriminatory or offensive behaviour or language with children;
- verbally assault a child, or create a climate of fear;
- deliberately prevent a child from forming friendships in order to isolate the child;
- engage in unwarranted and inappropriate touching involving a child;
- be alone with a child without supervision or adequate risk management in place;
- have contact after hours with children;
- encourage a child to communicate with me in a private setting, including online or on social media;
- give personal gifts or benefits of any kind to a child unless direct permission has been given from the parent or carer;
- share details of sexual experiences with a child;
- use sexual language or gestures in the presence of children;
- show sexual, violent or other inappropriate images to a child;
- take videos or images of children interacting with the organisation on a personal device without parental permission and permission from relevant Centre staff;
- retain videos or images of children interacting with the organisation on my personal device once they have been uploaded to The Centre's designated storage platform.
- share videos or images of children on social media or through other communication channels without parental/carers consent; and
- fail to report information to police or other relevant authorities if I know a child has been harmed or abused (see reporting obligations below).

## Concerning Behaviours

Concerning behaviours are behaviours that on their own may not constitute a breach of our Child Safe Code of Conduct but when viewed together may indicate grooming behaviour. These include:

- Showing favour to one child over others;
- Babysitting children without prior consent from the organisation (babysitting outside the organisation is only allowed in exceptional circumstances when the child and their family or carer is known to have a pre-existing relationship with the staff member or volunteer outside the organisation);
- Participating in the lives of children outside the service without a valid reason;
- Crossing professional boundaries with the children we interact with;
- Spending time alone with children; and
- Being 'child centric', which means showing a preference for hanging out with children rather than adults.

## Internal and External Reporting Obligations

You must follow all internal and external reporting obligations set out in The Centre's Child Safe Reporting Policy found here: [Common](#) } CfV – Policies and Procedures } Current Policies } 8. Child Safe (CS).

### Criminal Offences for Not Acting to Protect Children

Some breaches of this code of conduct may need to be reported to NSW Police, the Office of the Children's Guardian or the Department of Communities and Justice.

It is a criminal offence for adults not to report to police if they know or believe that a child abuse offence has been committed. In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove the risk of a child becoming a victim of child abuse.

The adult concerned should reach out to the CEO/Deputy CEO/their manager if they are unsure of what may need to be reported externally.

### Penalties for Staff or Volunteers who Breach our Child Safe Code of Conduct

Staff or volunteers who breach our Child Safe Code of Conduct but do not commit a criminal offence may still be subject to disciplinary action. This can include increased supervision, appointment to a different role, additional training, suspension or termination from the organisation.

### Concerning Behaviours

If a staff member or volunteer shows patterns of concerning behaviour but does not commit a criminal offence, this may result in increased supervision and/or additional training. If these behaviours of concern continue, the staff member or volunteer may be subject to disciplinary action, including appointment to a different role, suspension or termination from the organisation.

### Agreement to Abide by the Terms of Child Safe Code of Conduct

I have read and agree to abide by the terms of this Child Safe Code of Conduct.

| Name | Role | Date | Signature |
|------|------|------|-----------|
|      |      |      |           |