

# Child Safe Environment Policy

## 1.0 Purpose

Burdekin Community Association Inc recognises the child's right to feel safe and to live in an environment that protects from assault, neglect, exploitation or any other form of harm or risk of harm. This policy specifically looks at the requirements when working with children under eighteen (18) years. This policy has been designed to meet the Children & Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016 to create a safe environment.

The Chief Executive Officer is responsible for:

- Ensuring all staff working with children are trained, understand and sign that they have read and understood this policy and the Code of Conduct.
- Actively seek input and give children and young people, families, staff and relevant others a voice in this policy and our practices
- Ensure and confirm that all staff working with children hold the relevant Working with Children Check and NDIS Screening Check
- Review this policy at least every five years
- Monitor and manage the currency of all screening and compliance checks
- Ensure that contractors hold current checks and agree to our policy and Code of Conduct
- Ensure all children and young people have a support plan designed to suit their requirements
- Risk Assessment and management strategies are undertaken and reviewed
- Hold current checks – Working with Children and NDIS Screening
- Supply a copy of this policy upon request

Management, staff and volunteers are required to:

- Read, understand, seek clarification (as required) and agree to this policy and the Code of Conduct
- Hold current checks – Working with Children and NDIS Screening
- Comply with their job descriptions
- Follow all policies and procedures
- Provide feedback on policies and practices
- Report all risks or potential risks of harm to children and young people immediately.

- Communicate any complaints and incident information to management
- Always comply with Child Safe Standards and all state legislative requirements

Contractors working with children are required to:

- Read, understand, seek clarification (as required) and agree to this policy and the Code of Conduct
- Hold and provide copies of current checks – Working with Children and NDIS Screening
- Comply with their contract
- Follow all policies and procedures
- Provide feedback on policies and practices
- Report all risks or potential risks of harm to children and young people immediately.
- Communicate any complaints and incident information to management
- Always comply with Child Safe Standards and all state legislative requirements

## 2.0 Scope

This policy applies to all staff and stakeholders linked to our organisation, including:

- Staff
- Contractors
- Volunteers
- Management
- Children
- Young people
- Families
- Networks

## 3.0 Definitions

Term	Definitions
<b>Child or young person</b>	persons under 18 years of age.
<b>Complainant</b>	a person who makes a complaint
<b>Harm</b>	Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by any act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

<p><b>National Police Check</b></p>	<p>a summary of an individual's offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings. They are available from Queensland Police or organisations accredited by the Australian Criminal Intelligence Commission.</p> <p>It is an organisational decision if a National Police Certificate (NPC) is required for workers or volunteers. However, the organisation can no longer use the NPC to assess if a person is suitable to work or volunteer with children in Queensland; this must be determined by a valid, not prohibited Working with Children Check</p>
<p><b>Working with Children Check</b></p>	<p>People working or volunteering with children in Queensland must, by law, have a valid, not prohibited, Working with Children Check. A Working with Children Check assesses whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.</p>

#### 4.0 Policy

This policy uses National Child Safe Standards and aims to create an environment where children and young people can feel safe by:

- taking a preventative, proactive and participatory approach to child well-being and safety issues
  - all staff are required to hold a Working with Children Check and NDIS worker screening
  - training staff in safety measures to prevent and identify harm or risk of harm
  - provide children and young people with information about their rights, complaints and incidents
  - seek feedback and input from children, young people, their families and staff to ensure that our policies and practices encompass all aspects of child safety.
  - Management, staff, and contractors must read, understand, and sign that they have read, agreed, and complied with this policy and the code of conduct.

- value and embrace the opinions and views of children and young people
  - provide opportunities for children and young people to provide feedback through communication – email, phone, discussion,
  - documenting children and young people's voice
  - reporting input to management so we can improve and design services to meet their needs.
- assist children and young people in building skills that will assist them in participating in society
  - design a support plan to meet individual needs
    - identify areas to build skills
    - create strategies
    - implement strategies
    - review and monitor skill development
    - update and adjust as required.
- are focused and take action on protecting children and young people from harm.
  - staff must report any harm or risk of harm identified
  - risk management strategies must be actions (see 3.1 Risk Management)

Burdekin Community Association Inc will encourage and support any person who has witnessed the harm or risk of harm to a child or young person or who suspects that harm or risk of harm has occurred to make a report and be confident of doing so without fear of retribution.

Staff are required to engage with children and young people and develop a relationship where the child and the young person feel safe. Staff must listen, acknowledge and respond to each child or young person, so they know the staff member will act positively to their needs and any information they share. By developing this trusting relationship, children or young people can give feedback or complain (Refer to Appendix B Child Safety Standards for details on approaching each standard).

Relevant handouts and handbooks are provided to staff and families, and the Child and Young Person's Handouts and Staff Handbook have information about mandatory reporting. Staff are trained at induction and ongoing in child safety requirements and their obligation under the Children & Young People (Safety) Act 2017 and have access to our policies to review any procedures or requirements as required.

Burdekin Community Association Inc, as a mandatory reporting body, is required to report any indicators. Under Section 30 (3) of the Children and Young People (Safety) Act 2017, employees of, or volunteers in, an organisation that provides health care are mandated reporters; therefore, our staff who perform the duties of which include direct responsibility for, or direct supervision of, the provision of services to children and young people (whether or not those duties constitute child or young person-related work under the Child Safety (Prohibited Persons) Act 2016).

This policy is supported by our Core Policies and Procedures, including:

- Zero Tolerance Policy and Procedure
- Aboriginal and Torres Strait Islander Policy and Procedures
- Human Resources Management Policy and Procedure
- Risk Management Policy and Procedure
- Working with Children Check Policy and Procedure
- Violence, Abuse, Neglect, Exploitation and Discrimination
- Complaints and Feedback Policy and Procedure
- NDIS Worker Screening and Risk Assessed Roles Policy and Procedure
- Individual Values and Beliefs Policy and Procedure

#### **4.1 Risk Assessment**

Burdekin Community Association Inc acknowledges that prevention is the best protection from harm or risk of harm and recognises their duty of care obligations to implement prevention strategies. Each child or young person has completed an Individual Risk Profile and Home Safety Checklist. This information allows us to create a support plan designed to provide support and care for the child or young person, including physical safety and the child or young person's well-being

Identified risks may include:

- Our culture is not child-safe focussed
- The organisation's current code of conduct is not role-related, targeted to our organisation, or is not circulated to or understood by staff and volunteers
- Children/young people do not feel included
- Children/young people and their families are not supported to report concerns, complaints and feedback

- Children/young people are physically touched by staff/volunteers to correct techniques (physiotherapy, occupational therapy)
- Children/young people have access to an unsafe online environment
- Organisational staff (including employees and volunteers) harm children/young people
- Third-party contractors (while delivering services for the organisation) harm children/young people
- Children/young people are not supported when harm occurs
- Recruitment of a 'prohibited person' within the organisation or contracting with a third party that does not have a Working with Children Check (WWCC) or a child-safe environments compliance statement (see Appendix A)
- Allowing a person to work with children or young people while the WWCC is being processed
- Organisational staff (including employees and volunteers) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line and QLD Police if a child/young person is at immediate risk or requires an internal reporting process before meeting legal obligations to report to CARL
- Use of power to hurt, scare or control children/young people
- Not allowing children/young people to participate in spiritual or religious practices that are important to them
- Children/young people are provided with unsupervised services
- The organisation holds overnight and/or offsite activities with children/young people Child Safe environments compliance statement is not lodged with the Department of Human Services
- Taking images of children and young people
- Supervision of children and young people
- Physical environment
- Online communications between staff/volunteers and children/young people
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for or is charged with a serious criminal offence

Risk minimisation actions

- Child-focused Code of Conduct is in place that sets the behavioural standards expected, including what happens when a breach occurs, is circulated to staff and volunteers and is displayed in public places
- Meet the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks)
- Strategies are in place to make sure that child safety (through the National Principles for Child Safe Organisations) is embedded across the organisation
- The organisation uses inclusive, developmentally- appropriate language and resources to help children/young people to feel valued, respected and included
- Strategies to embed a child safe organisational culture are reviewed and updated regularly
- The Child Safe Environments Policy is reviewed at least once every five years. A new child safe environments compliance statement is lodged with the Department of Human Services when this happens.
- Support through training and supervision is provided to organisational staff (including employees and volunteers) through
  - Quarterly reviews
  - Seeking feedback from supervisors
  - Induction training - understanding of harm and risk of harm and how to report effectively
  - regular supervision meetings are conducted to review practice and update where appropriate, and training provided that increases
- Working with Children Checks (WWCC) are undertaken to ensure that people working with children and young people are assessed as suitable. Those who are not suitable ('Prohibited' WWCC) cannot work with children and young people in our organisation.
- Recruitment processes, including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation, are completed
- When taking images of children and young people, must have the consent of the child or young person and parent/guardian consent required
- Complaints processes are in place and promoted to children, young people and their families to make sure that they feel safe reporting to the organisation
- Cyber safety and social media guidelines are in place and provided to all staff and volunteers
- Appropriate supervision is provided for all online activities

- Children and young people are to be supervised by parents/guardians at all times
- Our child-safe environments policies and procedures (including Code of Conduct) are made available to staff, volunteers, children, young people and their families by welcome/induction packs, website, Facebook
- Children, young people and their families are encouraged to participate in our organisation and provide feedback through surveys, questionnaires, and feedback opportunities during sessions
- If children and young people are harmed, we support them and their families by following our organisation's reporting and responding to harm/risk of harm procedure which sets out the process for reporting to CARL and connecting those impacted with appropriate support services)
- Staff, volunteers and contractors undertake training to understand their obligations to report harm and risk of harm
- All relevant staff, volunteers, and contractors are required to read the Child Safe Environments Policy, Code of Conduct, Child Safe Environments Mandatory Notification Information Handout and undertake child safe e-learning modules in the first week of working with the organisation
- Where physical contact is required, this is undertaken safely by explaining why contact is required and what will happen and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding
- Staff, volunteers and contractors working with children and young people with disability must hold a valid Working with Children Check (WWCC) even if they are working with children and young people less than seven days a year

According to our internal reviews of policies and procedures, this policy must be reviewed every five years.

Staff should guide children and young people who require assistance to Kids Helpline on 1800 55 1800 and Youth Helpline on 1300 13 17 19 for support, as required.

#### **4.2 Staff requirements, support and training**

The legislative requirement is that staff engaged in a risk-assessed role must have the required Queensland clearance checks. We will meet the requirements of the Child Safety (Prohibited



Persons) Act 2016 and ensure that staff and volunteers have a valid, 'not prohibited' Working with Children Check issued by the Screening Unit of the Department of Human Services.

All staff must undergo an interview before a job offer is made. This interview will include:

- overview experience working with children and young people
- behaviour management techniques, e.g. questions such as:
  - Tell me about when you had to manage a child or young person with behavioural problems
  - How would you respond if a child or young person started yelling at you?
  - What if they started to throw items?

Screening post-interview of the suitable candidate is essential, and this process includes at least two (2) reference checks and qualification checks. All hired staff will have buddying to two (2) shifts, be allocated a supervisor and have a probationary period.

During their onboarding process, all relevant staff and volunteers are trained in child and young person's safety and must undertake annual training to ensure they are current with standards and requirements. Staff must read and agree to comply with the Code of Conduct (see Appendix B). We will use the Mandatory Reporter Guide as part of the training. Our staff annual performance review will review current knowledge of standards and reporting. This information will be used to create relevant training against QLD requirements. All information will be recorded in the person's Staff Training Record; note contractors will have this form to record their training to ensure compliance.

Relevant Staff will be trained in:

- The real or potential risk of harm indicators
- Mandatory reporting obligations
- Internal requirements for informing management
- Completing Incident Investigation so management can review the information
- Not asking leading questions
- Code of Conduct
- Commitment to the safety of children and young people
- Record keeping and information sharing
- Job description

Our mandated notifiers are to attend relevant training courses. Management meetings will include child and young person's safety on their agenda. Staff, contractors, and volunteers must:

- be provided with professional development opportunities to build knowledge and skills regarding the well-being and development of children and young people
- be aware of how regularly they complete the specific training, e.g. every three years (mandatory reporting)

All staff have quarterly supervision and support meetings or visits, allowing us to determine the current knowledge and skills of the worker, therefore, allowing us to create additional support and guidance as required. Staff reporting any risk of harm will undertake a debriefing session, and this session will determine additional support required, e.g. professional support.

Before employment, relevant staff must undergo the NDIS worker screening process and Working with Children Check (if they may potentially work with participants under 18 years). Results are recorded in their personnel file. Employees performing within a child or young person-related role have been determined as a risk-assessed and require NDIS Worker Screening. It is the responsibility of the employee to apply to the state Worker Screening Unit (WSU), provide the relevant application information and pay the fee.

It is then the responsibility of the Chief Executive Officer to verify all risk-assessed roles and maintain appropriate records using the Contractor Risk Assessed Check Form, Risk Assessed Role Register and the Risk-Assessed Role – Employee Register. Staff cannot work with children and young people unless their worker's screening has been verified.

Staff, volunteers, contractors, or other relevant parties must comply with child-safe standards, legislation, and regulations. At any stage, a person breaches any of these compliance requirements; the Chief Executive Officer will advise the Screening Unit regarding this person, including any serious criminal offence, child protection information, or disciplinary or misconduct information. The informing method will vary according to the current issue but will usually be via phoning the Screening Unit.

## **Appendix A Commitment to the safety of children and young people**

Burdekin Community Association Inc is committed to the safety and well-being of all children and young people. This will be the primary focus of our care and decision-making. We have zero-tolerance for children and young people being at harm or at risk of harm

We are committed to providing a child-safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability.

All people working for or with us have a responsibility to understand the important and specific role they play individually and collectively to ensure that the well-being and safety of all children and young people are at the forefront of all they do and every decision they make.

In our planning and practices, we will

- Children and young people's safety and protection are our first priority
- Children and young people are valued, respected and encouraged to participate. Their voice is essential to providing appropriate and safe support.
- Take a preventative, proactive and participatory approach to child safety;
- Value and empower children to participate in decisions that affect their lives;
- Foster a culture of openness that supports all persons to disclose harm or risks of harm to children safely
- Respect diversity in cultures and child-rearing practices while keeping child safety paramount;
- all children and young people are embraced regardless of their abilities, sex, gender, or social-economic or cultural background and equity is upheld
- Engage only the most suitable people to work with children and have high-quality staff, supervision and professional development;
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe and that they are comfortable and encouraged to raise such issues;
- Assist children and young people in building skills that will assist them in participating in society
- Focus and take action on the protection of children and young people at risk of harm

- Value the input from children, young people and their families in our policies and practices.
- Report suspected harm or risk of harm, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and well-being of children are at risk; and

Child and Young Person's Handouts and accessible display areas include information about services that can assist children and young people

- Kids Helpline on 1800 55 1800
- Youth Helpline on 1300 13 17 19)

## **Appendix B Child Safe Standards**

### **Standard 1. Child Safety is embedded in our organisational leadership, governance and culture**

- Commitment to safety.
- Staff are trained in:
  - child or young person's safety
  - Codes of Conduct
  - behavioural standards when interacting with children and young people
  - reporting obligations and record keeping.
- Risk management plans are undertaken for each child.
- Comply with the NDIS Code of Conduct, our organisation's Code of Conduct and the Statement of Commitment to Safety (See Appendix A).

### **Standard 2. Children participate in decisions affecting them and are taken seriously**

- Children and young people can express their views and are provided opportunities to participate in decisions that affect their lives:
  - upon commencement with our organisation
  - on an ongoing basis (they are asked regularly for their thoughts and ideas)
  - at the review of their plan.
- The importance of friendships is recognised, and support from peers is encouraged, helping children and young people feel safe and be less isolated.
- Work with the child, young person and the family to determine how best to assist with these linkages.
- Children and young people can access harm or risk of harm prevention programs and information.
- We provide links to relevant organisations such as Kids Helpline, as needed.
- Age-appropriate information that describes how adults should behave towards the child or young person is provided.
- Staff are attuned to signs of harm and facilitate child-friendly ways for children and young people to communicate and raise their concerns:
  - staff trained to work with each child and young person
  - knowledge and skills are assessed to determine training to ensure skills and knowledge are evident.

### **Standard 3. Families and communities are informed and involved**

- All levels of our organisation encourage families to take an active role in keeping children and young people safe.
- Our policies and procedures (including the Code of Conduct) are communicated to parents and carers (e.g. Welcome Pack including Child and Young Person's Handout)
- Families and community members are encouraged to provide feedback on how well the organisation keeps children and young people safe, and this information is acted upon where necessary: Feedback can be provided via:
  - a Complaint and Feedback Form
  - meetings are held about a child and young person.

### **Standard 4. Equity is upheld, and diverse needs are considered**

- The Chief Executive Officer and our staff understand the type of barriers that prevent children and young people from disclosing harm or risk of harm or adults from recognising a child or young person's disclosure.
- The Chief Executive Officer and our staff identify and respect the diverse needs, abilities and backgrounds of children and young people and understand the value of treating them fairly.
- Our organisation reviews each child or young person's cultural needs at intake.
- We provide relevant, culturally sensitive, age-appropriate activities to children.
- All staff are trained and provided information about the factors that may increase a child or young person's vulnerability to harm.
- The Chief Executive Officer ensures that our workforce reflects the diversity of the children and young people we provide services to, where possible.
- The Chief Executive Officer and staff adapt activities and services to ensure all children and young people feel included, and we undertake the following for each child:
  - risk management plan
  - strategy planning.

### **Standard 5. People working with children are suitable and supported**

- When recruiting, Burdekin Community Association Inc does not solely rely on the Working with Children Check. We also provide ongoing staff training opportunities for all staff, including:

- induction
- annual training
- When recruiting, Burdekin Community Association Inc is aware of and implements child and young person safe recruitment practices.
- All vacant position advertisements identify that we value the child and young person's safety.
- Recruitment processes involve a range of interview questions to establish staff suitability.
- Background and reference checks are recorded (see Human Resource Management Policy and Procedure).
- Supervision includes regular reviews to check whether staff follow Codes of Conduct and other child-safe policies.
- The Chief Executive Officer monitors all aspects of supervision and undertakes employee supervision at least quarterly.

**Standard 6. Processes when responding to complaints of child abuse (or other concerns) are child-focused.**

- The Chief Executive Officer builds a culture where complaints are taken seriously, and all employees take responsibility for the safety of children and young people using our induction process and cultural staff training.
- During a new employee's induction, the Chief Executive Officer or their delegate clearly explains that the Code of Conduct breaches will result in disciplinary action. Staff are also informed of this ongoing through internal training sessions.
- Staff are given support and information on what and how to report, including external bodies.
- Accessible procedures enable children, young people, staff and others to make complaints. These procedures include potential time frames, review processes and potential outcomes of complaints.
- Complaints are handled confidentially (see Complaints and Feedback Policy and Procedure).
- Processes are reviewed at regular intervals and after a complaint is received by Burdekin Community Association Inc.
- Documents are treated confidentially, as required.

### **Standard 7. Staff are equipped with knowledge, skills and awareness to keep children safe through continual education and training**

- The Chief Executive Officer provides ongoing education and training opportunities for all staff, including:
  - knowledge, skills and confidence to prevent and identify real or potential harm
  - how to respond to and report complaints.
- Additional training is provided when higher risks towards a child or young person are involved, e.g. behaviour management
- The Chief Executive Officer is our Child Safety Officer and is responsible for all staff training.
- Training is regularly reviewed in response to emerging best practices.

### **Standard 8. Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur**

- The Chief Executive Officer sets expectations regarding behavioural standards for staff when interacting with children and young people in physical and online environments.
- Risk assessments identify areas where staff have opportunities to interact with children and young people unsupervised, including one-off events and overnight accommodation.
- Physical environments are altered to increase natural sightlines while respecting a child and young person's right to privacy.
- Higher-risk areas such as cars, crisis accommodation and offsite locations are managed using specific safety measures, such as spot checks.
- Children and young people are provided information regarding online safety and are regularly encouraged to tell staff about negative experiences.
- Staff and parents are provided information about risks in the online environment (e.g. online grooming, cyberbullying and sexting).

### **Standard 9. Implementation of Child Safety Standards are continually reviewed and improved**

- The Chief Executive Officer maintains a culture of continuous improvement to ensure that policies and procedures are implemented and routinely reviewed even though staffing may change.
- The Chief Executive Officer understands the value of continuous monitoring, open conversations and exploring new ways to keep children safe.



- Our child-safe policies and practices are reviewed annually.
- Staff refer to the Child Safe Standards when creating, reviewing or evaluating child-Safe policies and procedures.
- Critical incidents are used to identify the root cause of a problem, identify risks to children and young people's safety, and make improvements (e.g. Incident Report and Incident Investigation Form and Continuous Improvement Register).
- Children and young people are supported to provide feedback which we will act on if required.

**Standard 10 Policies and procedures document how the organisation is child safe**

- The Chief Executive Officer will ensure that policies and procedures are reviewed and compliant.
- Burdekin Community Association Inc acknowledges that we will be held accountable for our policies and procedures.
- Staff are trained and knowledgeable about organisation procedures, especially how they relate to child and young person's safety
- Staff, parents and carers are informed and have access to Burdekin Community Association Inc Child Safe Environments policies and procedures and complaint policy and procedure.

## Appendix C Code of Conduct

I will

- Act following our child and young persons' safety and well-being policies and procedures.
- Behave respectfully, courteously, and ethically towards children, young people, families, and other staff.
- Listen and respond to the views and concerns of children and young people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and well-being of all children and young people in the service.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children and young people.
- Create an environment that promotes and enables children and young people's participation and is welcoming, culturally safe and inclusive for all children, young people and their families.
- Involve children and young people in making decisions about activities, policies and processes that concern them.
- Contribute, where appropriate, to policies, discussions, learning and reviews about child and young person's safety and well-being.
- Identify and mitigate risks to children and young person's safety and well-being as required by our risk assessment and management policy or process.
- Respond to any concerns or complaints of the child or young person's harm or abuse promptly and in line with our services policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child and young person harm or abuse required by Children & Young People (Safety) Act 2017 and our policy and internal and external reporting procedure.
- Comply with our protocols on communicating with children.
- Comply with Children & Young People (Safety) Act 2017 and these policies and procedures on record keeping and information sharing.
- Adhering to our Child Safe Environment Policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone (this includes staff, volunteers, students, children, young people and parents), including those of different race, ethnicity, gender, gender identity, sexual

orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld

- being a positive role model to children and young people in all your conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them

I will not

- Engage in any unlawful activity with or concerning a child and young person.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child or young person.
- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism, such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Be alone with a child or young person unnecessarily.
- Arrange personal contact, including online contact, with children and young people I am working with for a purpose unrelated to our activities.
- Disclose personal or sensitive information about a child or young person, including images of a child or young person, unless the child, young person and their parent or legal

guardian consent or unless I am required to do so by our policy and procedure on reporting.

- Use inappropriate language in the presence of children or young people, or show or provide children and young people with access to inappropriate images or material
- Work with children and young people while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child or young person's harm or abuse.

If I notice or consider any person has breached this Code of Conduct, then I will

- Act to prioritise the best interests of children and young people.
- Take action promptly to ensure that children and young people are safe.
- Promptly report any concerns to my manager or Child Safety Officer, the Chief Executive Officer or another manager or leader in Burdekin Community Association Inc.
- Follow policies and procedures for receiving and responding to complaints and concerns.
- Comply with QLD requirements if relevant and with policy and procedure on internal and external reporting

I have read the Child Safe Environments Statement, Child Safety Standards, and this Code of Conduct and agree to abide by these requirements during my employment. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment.

<b>Name</b>	
<b>Position</b>	
<b>Signature:</b>	
<b>Date</b>	

Adapted from Child Safety Organisations National Principles