



Kowanyama Aboriginal Shire Council

Child Safe Code of Conduct

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Contents

Overview.....	4
1. Introduction.....	5
2. Purpose and scope.....	5
3. Guiding principles.....	6
4. Worker’s screening suitability	6
5. Standards of behaviour	6
6. Positive and child safe behaviours.....	7
7. Safe and protective work practices.....	7
8. Unacceptable behaviours.....	7
9. Language expectations	8
10. Physical contact.....	9
11. One-on-one situations and communications.....	9
12. Supervision of children	9
13. Behaviour guidance	9
14. Change rooms and toilets	10
15. Transporting children	10
16. Visitor and third-party management	10
17. Photography, media and images	11
18. Responding and Reporting to Complaints, disclosures, safety risks and breaches.....	11
19. Technology and online safety	12
20. Privacy and information handling	13
21. Breaches of this Code	13
22. Related policies, procedures and supporting resources.....	Error! Bookmark not defined.
23. References	13

Overview

Code of Conduct statement

Kowanyama Aboriginal Shire Council conducts its business with integrity, honesty and fairness and strives to comply with all relevant laws, regulations, codes, and corporate standards.

Everyone working for Kowanyama Aboriginal Shire Council must follow the highest standards of behaviour when dealing with customers and each other. Our leaders must encourage a culture where ethical conduct is recognised, valued, and followed at all levels.

Council actively supports, encourages, and develops its Officers to work safely, be customer focused, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribution to the Communities outcomes.

Our Vision

Kowanyama – A community united.

Leaders in caring for Country and developing pathways for our future generations.

Our Values

- **Collaborative** – A Community with one voice
- **Equitable** – Fair for everyone, today and tomorrow
- **Accountable** – Trusted by our community and responsive to our community

Our Focus

- **Community, Culture, and Environment** – We foster pride in our heritage, history, and place
- **Building Partnerships** – We work together to deliver for our community
- **Local Jobs, Industry, and Training** – We create pathways and opportunities for our community
- **Advocacy** – We speak up for our community
- **Services and Infrastructure** – We enable our community

1. Introduction

- 1.1. This Child Safe Code of Conduct is Council's overarching child safe behavioural standard. It applies to all councillors, employees, volunteers, contractors, third party providers, consultants, labour-hire (including events) personnel, students on placement, trainees, apprentices, and any other person engaged by or on behalf of Council who works with, for, or around children and young people in Council services, programs, facilities and/or online environments.
- 1.2. Parents, carers, community groups, hirers, visitors and members of the public are not bound by this worker Code of Conduct but must comply with Council's conditions of entry or use, child safe signage, behaviour expectations, and any lawful direction given by Council staff.

2. Purpose and scope

- 2.1. This Child Safe Code of Conduct (this code) should be read alongside Council's Child Safety and Wellbeing Policy, the Child Protection Act 1999 (Qld), the Child Safe Organisations Act 2024 (Qld), the Working with Children (Risk Management and Screening) Act 2000 (Qld), the Information Privacy Act 2009 (Qld), the Human Rights Act 2019 (Qld), and the National Principles for Child Safe Organisations. It also supports Council's compliance with Queensland's Child Safe Standards and related child safety reporting requirements include the Reporting Conduct Scheme and sexual reporting criminal law.
- 2.2. This Code also supports Council's approach to responding to allegations, concerns about child safety and wellbeing, complaints, disclosures and reportable conduct involving Council Personnel through its Child Safety Complaints and Reporting Process.
- 2.3. Council delivers and supports a mix of staffed programs, community services, and open public facilities. In some settings, Council provides direct services to children and young people. In other settings, Council provides access to public or shared spaces where parents, carers, user groups, hirers or other responsible adults retain primary supervision responsibilities in line with Council's facility hire, use and access conditions.
- 2.4. All Council Personnel must apply this Code in a way that is practical, child safe, and consistent with the level of control Council has in each setting. Where more specific guidance is required, the relevant Council policy, procedure, guideline, contract condition or local instruction must also be followed.
- 2.5. For the purposes of this Code, Council Personnel includes different categories of people engaged by or on behalf of Council who work with, for, or around children and young people in Council services, programs, facilities or online environments.

These categories include:

- Councillors, who are also subject to the relevant local government conduct obligations and any council-specific governance requirements.
- Employees, who are also subject to Council employment policies, child safe recruitment, supervision, complaints and disciplinary procedures.
- Volunteers, who are also subject to volunteer induction, supervision and conduct requirements
- Contractors, consultants and labour-hire personnel (including events), who are also subject to contractual child safe requirements, screening requirements where applicable, site access conditions, and relevant contractor or visitor management procedures.
- Students on placement, trainees and apprentices, who are also subject to placement agreements, supervision arrangements and any relevant education provider requirements.
- Any other person engaged by or on behalf of Council, who must comply with this Code and any other relevant Council policy, procedure, agreement or lawful direction applying to their role.

Where a person is subject to more than one policy, procedure, contract, agreement or code, those requirements apply together.

The values, ethics and standards within this Code are intended to guide behaviour and decision-making across all Council child-related contexts. This document should be read as an overarching conduct document, with more specific requirements set out in supporting policies, procedures, forms, guidance materials and local operating instructions

3. Guiding principles

1. Children and young people have rights to safety, participation, information and respect. We uphold the National Principles for Child Safe Organisations.
2. We create welcoming environments that are inclusive, accessible and responsive to the diverse needs of children and young people, including Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, and children who may be at increased risk of exclusion or harm.
3. We listen to children and take their concerns seriously, including in decisions that affect them.
4. We identify and manage risks to children and young people and respond to concerns promptly and lawfully.
5. We support families, carers, community groups and facility users to understand Council's child safe expectations, including through accessible information, signage, conditions of entry/use, and clear pathways for raising concerns.

4. Worker's screening suitability

- 4.1. Anyone engaged in regulated child-related work must comply with applicable Blue Card or exemption card requirements and with Council's Child Safe Recruitment, Screening and Induction Procedure and any other relevant screening, recruitment and suitability requirements.
- 4.2. Refer to Council Child Safe Supervision and Duty of Care Policy and Council Child Safety and Wellbeing Policy.

5. Standards of behaviour

All Council Personnel must:

- act in accordance with Council child safety and wellbeing policies and procedures at all times
- treat all children, young people and families with dignity, respect, sensitivity and equity
- create culturally safe environments and promote the cultural rights and connections of Aboriginal and Torres Strait Islander children
- actively challenge racism, exclusion, stereotyping and discriminatory behaviour, and support culturally safe participation for Aboriginal and Torres Strait Islander children and young people
- identify, record and mitigate risks to children, including online risks, in line with Council's Child Safety Risk Framework and related risk management processes
- respond to concerns, complaints, disclosures and safety risks promptly in line with Council's Child Safety Complaints and Reporting Process, and keep accurate records
- manage children's personal information consistently with privacy and information-sharing laws and Council's Information Privacy policy and procedures.
- complete induction and refresher training and re-acknowledge this Code as required by Council.

6. Positive and child safe behaviours

Council Personnel must:

- model positive behaviours and maintain clear, professional boundaries
- communicate with children in ways they can understand, and encourage participation and feedback
- listen to children and young people, take their views and concerns seriously, and respond in ways that are respectful, age-appropriate and understandable
- encourage children and young people to participate in decision-making processes where appropriate
- give constructive feedback to children and young people
- ensure children and young people are aware of their rights, including their rights to respect, fairness and safety.

7. Safe and protective work practices

7.1. Council Personnel must adopt safe and protective work practices and remain alert to situations, environments or behaviours that may place children, young people or workers at risk, or may be perceived as unsafe, inappropriate or inconsistent with professional boundaries.

This includes:

- working, where practicable, in open, observable or otherwise accountable environments when engaging with children and young people.
- maintaining appropriate presentation, conduct and professional boundaries at all times.
- following Council policies, procedures and local instructions for consent, supervision, personal care, transport, photography, online communication and other child-related activities.
- securing parental or guardian consent where required, including for excursions, medical treatment and other child-related activities, in accordance with Council policy and procedure.
- responding calmly, respectfully and non-judgmentally so children and young people feel safe to raise concerns.
- helping children and young people to understand, in age-appropriate language, how to seek help, raise a concern or make a complaint.
- Use approved devices and platforms for any contact with children; keep communications work-related and transparent.
- Apply procedures for cyberbullying, image-based abuse and exposure to illegal/restricted content, including escalation to the eSafety Commissioner where applicable.
- In mixed-age spaces, enforce rules prohibiting adults from displaying pornographic or illegal content to under-18s; apply remove–document–report steps.

8. Unacceptable behaviours

Council Personnel must not:

- initiate, encourage or engage in special, secret, exploitative, coercive, manipulative or otherwise inappropriate relationships with a child or young person.
- show favouritism, provide gifts, or give individual attention to a child or young person in a way that is inconsistent with professional boundaries or may be perceived as grooming or inappropriate.

- take children or young people to your home, their home, or on outings, trips or activities that do not fall within authorised Council duties.
- engage in unlawful, unsafe, abusive, neglectful or harmful behaviour towards a child or young person, including grooming, sexual misconduct, physical violence, emotional abuse, humiliating or threatening behaviour.
- initiate or develop any sexual, intimate or otherwise inappropriate physical or emotional relationship with a child or young person.
- initiate unnecessary physical contact or invade personal space without a justifiable care, safety or work-related reason.
- use shaming, degrading, belittling, intimidating, aggressive or frightening behaviour towards a child or young person.
- use discriminatory, racist, sexist, ableist, homophobic, transphobic or otherwise denigrating language or behaviour towards a child or young person.
- discuss adult sexual topics with children, or show sexualised, explicit, exploitative or otherwise inappropriate content, including online content, memes, GIFs, images or messages.
- make inappropriate self-disclosures to children or young people about adult, illegal, unsafe or highly personal matters.
- condone, excuse, minimise or participate in illegal, unsafe or inappropriate behaviour involving children or young people.
- ignore, dismiss or trivialise a child or young person's concerns, disclosures or attempts to raise a complaint.
- retaliate against, victimise or disadvantage any person for raising a child safety concern or complaint.

9. Language expectations

- 9.1. Council Personnel must use respectful, age-appropriate, inclusive and professional language when communicating with or around children and young people.
- 9.2. Council Personnel must not use language or tone that is abusive, intimidating, humiliating, degrading, discriminatory, sexualised, sarcastic or otherwise inappropriate, including in person, online, in written communications, or in direct messages.

Examples of acceptable language and communication include:

- speaking calmly, clearly and respectfully
- using encouraging, supportive and age-appropriate language
- giving instructions, redirection or feedback in a fair and non-humiliating way
- listening without mocking, dismissing or talking over a child or young person
- explaining boundaries, expectations, complaints pathways and safety information in ways children and young people can understand.

Examples of unacceptable language and communication include:

- swearing at, insulting, mocking or ridiculing a child or young person
- using slurs, discriminatory language or demeaning comments
- making sexual jokes, sexualised comments or inappropriate innuendo
- using threatening, aggressive, belittling or intimidating language or tone
- communicating with a child or young person in a way that is manipulative, coercive, overly familiar or otherwise inconsistent with professional boundaries.

10. Physical contact

- 10.1. Physical contact with a child or young person must only occur where it is necessary for safety, care, support, guidance, instruction or another legitimate work-related reason, and must always be appropriate to the child's age, needs and circumstances, respectful of their dignity, explained where possible, and consistent with Council policy and procedure.
- 10.2. Physical contact must never be used in a way that is punitive, coercive, intimidating, sexualised, unnecessary or inconsistent with professional boundaries.
- 10.3. Examples of prohibited physical contact include hitting, slapping, pushing, grabbing, shaking, kissing, sexualised touching, uninvited or unnecessary hugging, massage, or any other unwarranted or intrusive physical contact.

11. One-on-one situations and communications

- 11.1. Unnecessary one-on-one situations with a child or young person must be avoided.
- 11.2. Where one-on-one engagement is required as part of Council duties, Council Personnel must maintain visibility, accountability, professional boundaries, and compliance with relevant Council policy and procedure.
- 11.3. Council Personnel must use only approved Council communication channels, platforms, systems and devices when communicating with children and young people for work-related purposes.
- 11.4. Council Personnel must not use personal accounts, private messaging, non-approved channels or personal contact details to communicate with children or young people for work-related purposes, except where expressly authorised under relevant Council policy or procedures.

12. Supervision of children

- 12.1. Where Council is delivering, coordinating or directly overseeing a program or activity for children, Council Personnel must provide active, appropriate and risk-based supervision in accordance with Council policy and procedure.
- 12.2. In open-access, public or mixed-use environments, Council Personnel must not assume that Council has sole supervision of every child or young person. In these settings, Council Personnel must act within their role to support child safety, including by following Council requirements for signage, visibility, environmental controls, escalation, responding to concerning behaviour, and clarifying where parent, carer, hirer, school, organiser, provider or group leader supervision responsibilities apply. Refer to Council Child Safe Duty of Care and Supervision Policy and Procedure.

13. Behaviour guidance

Council Personnel must:

- Use respectful, age-appropriate, proportionate and non-humiliating approaches when guiding, redirecting or responding to the behaviour of children and young people.
- Behaviour guidance must protect the child's dignity, support safety and wellbeing, and be consistent with Council policy and procedure.
- Council Personnel must not use physical punishment, verbal abuse, intimidation, shaming, degrading language, humiliation, aggressive behaviour, or any response that is threatening, coercive or likely to cause fear or harm.

- Where behaviour raises safety concerns, Council Personnel must respond calmly, act within their role, and follow relevant Council policy and procedure, including seeking support or escalating the matter where required.

14. Change rooms and toilets

- 14.1. Council Personnel must only enter toilets, change rooms or other personal care areas where it is necessary, lawful, authorised and consistent with Council policy and procedure.
- 14.2. Any support, supervision or assistance provided to a child or young person in these settings must be respectful, age-appropriate, proportionate to the circumstances, and carried out in a way that protects privacy, dignity, safety, professional boundaries and accountability.
- 14.3. Council Personnel must not use these settings in a way that is unnecessary, intrusive, avoidable, or inconsistent with the child or young person's rights, safety and wellbeing.
- 14.4. Where possible, same-gender practice should be used, unless doing so is not possible or is inconsistent with the child's safety, dignity or rights.

15. Transporting children

- 15.1. Council Personnel must not transport a child or young person unless it is authorised, appropriately consented, risk assessed and carried out in accordance with Council policy and procedure.
- 15.2. Where transport is approved as part of Council duties, Council Personnel must maintain appropriate safety, professional boundaries, supervision and accountability at all times. All approved transport must be conducted with written consent of the legal guardian/parent for each individual being transported. Council reserve the right to refuse transport should it not be safe for the child (and/or driver).
- 15.3. Approved transport (with written consent) must be conducted in adherence to all Council Policies and Procedures including the Duty of Care Supervision and Duty of Care Policy and this Code of Conduct. Under no circumstances should a worker transport a child if they are on a learner's or provisional license (all screening measures also apply to all driver's).

16. Visitor and third-party management

- 16.1. Council Personnel must support and uphold Council's child safe expectations in relation to visitors, contractors, hirers, trainers, service providers and other third parties who access Council facilities, services or child-related activities.
- 16.2. All visitors, contractors, trainers and other third parties must comply with applicable Council child safe expectations and any relevant access, sign-in, screening, supervision, conduct or site requirements.
- 16.3. Where relevant to the role or activity, Council Personnel must follow Council's Visitor, Contractor and Third-Party Management Procedure and any related local instructions for verifying required authorisations, screening or access conditions before permitting unsupervised or role-specific access to children or child-related environments.
- 16.4. Council Personnel must not ignore unsafe, abusive, grooming, sexualised, threatening, discriminatory or otherwise concerning behaviour by contractors, hirers, visitors, community members or other facility users where children may be affected. Council Personnel must act within their role, respond in accordance with Council policy and procedure, and escalate concerns where required.

17. Photography, media and images

- 17.1. Council Personnel must not photograph, film, record, publish or otherwise use images or recordings of children and young people except in accordance with Council policy and procedure.
- 17.2. Where photography, filming or recording is authorised for a legitimate Council purpose, Council Personnel must ensure that required consents, permissions and restrictions are identified, recorded and respected.
- 17.3. Children and young people in statutory care, or those subject to privacy, safety, court, care, family violence or other protective restrictions, must not be identified, photographed, filmed or published except in accordance with lawful authority and Council policy and procedure.
- 17.4. All use, storage, access, sharing and publication of images or recordings must comply with Council's Social Media Policy, Information Privacy Policy, Records Management Policy, and any other relevant child safety requirements.

18. Responding and Reporting to Complaints, disclosures, safety risks and breaches

- 18.1. Council Personnel must respond and report promptly, appropriately and in accordance with Council policy and procedure to complaints, disclosures, safety risks, behaviours of concern and breaches relating to child safety.
- 18.2. Responding to complaints from children and young people
 - 18.2.1. When a child or young person raises a concern, complaint or disclosure, Council Personnel must listen respectfully, take the matter seriously, respond in a calm and child-safe way, and follow Council's Child Safety Complaints and Reporting Process.
 - 18.2.2. Complaints and disclosures from children and young people must be received and responded to in ways that are culturally safe, accessible and appropriate to the child's age, communication needs and circumstances.
 - 18.2.3. Council Personnel must not dismiss, minimise, discourage or ignore a child or young person who is trying to raise a concern, make a complaint or disclose something that affects their safety or wellbeing. Refer to Child Safe Complaints Policy and as applicable Child Safe Reporting Policy and Procedure.
- 18.3. Mandatory notifications and external reporting
 - 18.3.1. Where a concern, suspicion, disclosure or incident gives rise to a mandatory reporting obligation, reportable conduct, or other external reporting obligation, Council Personnel must act promptly and in accordance with applicable law, Council policy and procedure, and any role-specific obligations.
 - 18.3.2. If a child is in immediate danger, call 000. If criminal conduct is suspected, report to Queensland Police.
 - 18.3.3. Council Personnel must not delay action because they are uncertain whether a threshold has been met. They must seek guidance and escalate the matter through Council's Child Safety Complaints and Reporting Process or other applicable reporting pathway without delay. Refer to Child Safe Reporting Policy and Procedure.

18.4. Reporting behaviours of concern

18.4.1. Council Personnel must report behaviours of concern involving workers, volunteers, contractors, hirers, visitors, community members or other relevant persons where the behaviour may affect the safety, wellbeing, dignity or rights of a child or young person.

18.4.2. Behaviours of concern may include grooming behaviours, boundary breaches, inappropriate language or conduct, unsafe supervision, unsafe online behaviour, discriminatory conduct, breaches of this Code, unsafe environments, or other conduct that may require internal action, external reporting, assessment under reportable conduct requirements, or further response under Council policy and procedure. Refer to Child Safe Reporting Policy and Procedure.

18.5. Complaints, disclosures, safety risks and breaches

18.5.1. Detailed processes for investigation, complaint handling, misconduct management and disciplinary action are addressed in relevant Council policies and procedures including Child Safety Complaints and Child Safe Reporting Policy and Procedure, including concerns related to reportable conduct.

18.5.2. All concerns under this section must be recorded, reported, responded and escalated as outlined in this in accordance with the relevant policies.

18.6. Failure to report and related breaches

18.6.1. Failing to report, delaying a report, discouraging a report, interfering with a report, or otherwise not acting in accordance with Council's child safety reporting requirements may constitute a breach of this Code and may result in disciplinary, contractual, governance or other action appropriate to the person's role and the circumstances.

18.6.2. Detailed processes for investigation, complaint handling, misconduct management and disciplinary action are addressed in relevant Council policies and procedures. Refer to Child Safety Complaints and Child Safe Reporting Policy and Procedure

19. Technology and online safety

19.1. Council Personnel must use technology, devices, platforms and online environments in ways that support child safety, professional boundaries, transparency and accountability.

19.2. Council Personnel must use only approved Council devices, systems, platforms and communication channels when engaging with children and young people for work-related purposes, except where otherwise authorised under Council policy and procedure.

19.3. Council Personnel must not use technology or online communication in a way that is secretive, exploitative, inappropriate, inconsistent with professional boundaries, or likely to expose children and young people to harm.

19.4. Council Personnel must follow any other relevant legislated and Council policy and procedure in relation to cyberbullying, image-based abuse, inappropriate or illegal content, digital communications, recordkeeping, privacy and escalation requirements.

19.5. In mixed-age, public or shared environments, Council Personnel must act within their role to respond to concerning behaviour or unsafe situations that expose children and young people to inappropriate, exploitative, pornographic or illegal online or device-based content.

20. Privacy and information handling

- 20.1. Council Personnel must handle children's personal, sensitive and child safety information lawfully, respectfully and in accordance with the Information Privacy Act 2009 (Qld), Council's Information Privacy Policy and any other applicable legal requirements.
- 20.2. Information relating to children and young people must only be collected, accessed, used, shared, stored and disposed of for authorised purposes, and only by those with a legitimate need to know.
- 20.3. Council Personnel must not access, disclose, discuss or share information about a child or young person inappropriately, including in public settings, with unauthorised persons, or through non-approved systems or devices.

21. Breaches of this Code

- 21.1. Breaches of this Code may result in action being taken by Council, which may include disciplinary action, termination of employment or engagement, withdrawal of access to Council facilities or services, referral to police or relevant regulatory authorities, or other action as appropriate to the circumstances.
- 21.2. Detailed processes for investigation, disciplinary action, complaints management and misconduct handling are addressed in relevant Council policies and procedures.

22. References

- Anti-Discrimination Act 1991 (Qld) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>
- Blue Card Services (Queensland Government)
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card>
- Child and Youth Risk Management Strategy requirements:
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/child-and-youth-risk-management-strategy>
- Child Safe Organisations Act 2024 (Qld) <https://www.legislation.qld.gov.au/view/whole/html/asmade/act-2024-049>
- Child Protection Act 1999 (Qld) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>
- Child Safe Standards and Universal Principle (Queensland)
(Adopts the National Principles, including the Aboriginal and Torres Strait Islander cultural safety principle)
<https://www.qfcc.qld.gov.au/sector-support/child-safe-organisations>
- Human Rights Act 2019 (Qld) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2019-005>
- Information Privacy Act 2009 (Qld) <https://www.legislation.qld.gov.au/view/whole/html/current/act-2009-014>
- Mandatory Reporting QLD <https://www.families.qld.gov.au/our-work/child-safety/about-child-protection/mandatory-reporting>
- National Principles for Child Safe Organisations <https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations>
- National Disability Insurance Scheme Act 2013 (Cth) <https://www.legislation.gov.au/Series/C2013A00020>
- NDIS Code of Conduct Rules 2018
<https://www.legislation.gov.au/Series/F2018L00625>

- NDIS Provider Registration and Practice Standards Rules 2018
<https://www.legislation.gov.au/Series/F2018L00630>
- NDIS Practice Standards <https://www.ndiscommission.gov.au/providers/ndis-practice-standards>
- Public Records Act 2023 (Qld) <https://www.legislation.qld.gov.au/view/whole/html/asmade/act-2023-033>
- Privacy Act 1988 (Cth) <https://www.legislation.gov.au/Series/C2004A03712>
- Queensland Police emergency and Policelink reporting information
- QPS Policelink (131 444) for non-urgent reporting; Triple Zero (000) in emergencies.
<https://www.police.qld.gov.au/policelink-reporting>
- Queensland Child Safe Standards and Queensland Family and Child Commission guidance
<https://www.qfcc.qld.gov.au/childsafestandards>
- Reportable Conduct Scheme Guidance (QFCC) <https://www.qfcc.qld.gov.au/publication/guide-queenslands-reportable-conduct-scheme>
- Report child abuse – Department of Child Safety (Regional Intake Service; After Hours 1800 177 135).
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-001>

SUMMARY CHILD SAFE CODE OF CONDUCT TO ACKNOWLEDGE AND SIGN

This Acknowledgement applies to Council Personnel as Defined in this Child Safe Code of Conduct.

Council Personnel are required to act in ways that protect the safety, wellbeing, dignity and rights of children and young people who engage with Council services, programs, facilities or online environments.

Our Commitment to the Safety and Wellbeing of all children and young people

Council is committed to creating environments that are welcoming, inclusive, culturally safe and responsive to the needs of children and young people, including Aboriginal and Torres Strait Islander children and young people.

Council Personnel are expected to uphold children's rights to safety, participation, information and respect, maintain professional boundaries, respond appropriately to concerns, complaints, disclosures and safety risks, and comply with Council's child safety policies, procedures and reporting requirements.

Acknowledgement of Council's Child Safe Code of Conduct

1. I acknowledge that I have read and understood Council's Child Safe Code of Conduct and agree to comply with its requirements.
2. I am committed to creating a safe environment for children and young people. I will do this by:
3. acting in accordance with Council's Child Safety and Wellbeing Policy and related child safety policies and procedures
4. maintaining appropriate professional boundaries with children and young people
5. responding to and reporting child safety concerns, complaints, disclosures, suspicions, allegations, boundary breaches and unsafe situations through Council's Child Safety Complaints and Reporting Process and any other applicable reporting pathway
6. complying with any applicable legal, statutory, contractual, governance or professional obligations relevant to my role
7. participating in induction, training and annual re-commitment processes as required
8. complying with applicable Blue Card or exemption requirements where my role involves regulated child-related work.

I understand that breaches of this Code may result in action by Council appropriate to my role and the circumstances, including disciplinary action, termination of employment or engagement, withdrawal of access, or referral to police or relevant authorities where required.

Full Name:

Position:

Signature:

Date:

SUMMARY CHILD SAFE CODE OF CONDUCT DO'S AND DON'T'S

Council is committed to providing an open, welcoming and safe environment for all children and young people who take part in the services and activities we offer. This Code of Conduct Statement complements the *Council Child Safe Code of Conduct*. Council's Code of Conduct outlines appropriate standards of behaviour by all Council workers towards children and young people. A child is defined as anyone under the age of 18. Council aims to protect children and young people and to reduce opportunities for abuse or risk of harm to occur. It also helps workers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.

All Council workers will always ensure that they display appropriate standards of behaviour towards children and young people so that their rights are respected, they feel safe and protected, and their concerns are taken seriously. This always applies when we are performing official duties, including when we are representing Council at programs and events. This also applies to conduct occurring outside of work hours where connected to your employment or engagement with Council. Engaging in any unacceptable behaviour is considered a breach of this Code of Conduct and may result in managerial, disciplinary action and/or termination of employment and/or engagement with Council and will be managed by the relevant organisational, legislative and/or program-specific policies and procedures.

Do	Treat everyone with respect and honesty (this includes staff, volunteers, students, children, young people and parents).
Do	Listen to and value children and young people's ideas and opinions and respond to them appropriately.
Do	Actively promote cultural safety and inclusion and welcome everyone by being inclusive (this includes staff, volunteers, students, children, young people and parents).
Do	Remember to be a positive role model to children and young people in all your conduct with them.
Do	Set clear boundaries about appropriate behaviour between yourself, children and families. Boundaries help everyone to carry out their roles well.
Do	Follow organisational policy and guidelines
Do	Inform management of any conflicts of interest (such as other engagement with a child or young person, secondary employment, or personal/family ties).
Do	Report or raise concerns with management if risks to child safety, including cultural, environmental, and operational risks, are identified.
Do	Respect the privacy of children and young people and their families by keeping all information about child protection concerns confidential once reported.

Do	Gain consent from parents or carers and management when situations arise that need to be safely managed.
Do	Have another adult present or in sight when conducting one-to-one activities, etc.
Do	Advocate for the rights of the child or young person and always prioritise their needs.
Do	Record and act on complaints of abuse and risk of harm.
Do	Comply with all reasonable and lawful instructions.
Do	Attend all Council activities and programs in a fit and proper state, unaffected by alcohol or non-prescription drugs, and if affected by prescription drugs that may impair performance, notify the manager of the circumstances.

Do Not	Overlook or participate in illegal, unsafe, harmful or abusive behaviour towards children, including physical, sexual, or psychological abuse, grooming, ill-treatment, or neglect.
Do Not	Develop any 'special' relationships with children that could be seen as favouritism, such as the offering of gifts or special treatment.
Do Not	Ignore or disregard any concerns, suspicions or disclosures of child abuse or risk of harm and fail to report to relevant authorities.
Do Not	Do things of a personal nature that children can do for themselves, such as assisting them to go to the toilet or change clothes.
Do Not	Engage in personal or professional conduct, including the use of social media, whether during or after work hours, that has the potential to adversely affect the reputation of Council adversely.