



Bayside Council

Serving Our Community

Child Safe Code of Conduct

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Child Safe Code of Conduct

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Τηλεφωνικές Υπηρεσίες Διερμηνέων

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1 Introduction

1.1 Statement of Commitment to Child Safety

Bayside (Council) recognises the rights of children and young people to feel safe when accessing Council services. Council is committed to creating and maintaining an environment that promotes the safety and wellbeing of all children and young people.

This includes encouraging a culture where the prevention and reporting of abuse is supported and encouraged.

Refer to Appendix A for Bayside Council's *Public Statement of Commitment to Child Safety*.

All employees, volunteers, students, contractors, and elected members of Bayside Council (Council Officials) are responsible championing the values and expectations outlined in the *Statement of Commitment to Child Safety*.

1.2 Purpose

Child abuse takes many forms and can include physical, sexual, and psychological abuse, ill-treatment, and neglect. Our *Child Safe Policy* provides more information about these types of abuse.

This **Code of Conduct** sets expectations for how you as a Bayside Council Official should behave when interacting with children and/or young people (*defined as 18 years and under*). This is important to help prevent children from being harmed.

This Code of Conduct identifies positive child safe behaviours that Council encourages you to support and comply with. It also identifies behaviours that Council considers unacceptable. Engaging in unacceptable behaviour is considered a breach of this Code of Conduct and may result in managerial or disciplinary action. Some breaches may be considered a criminal offense involving the appropriate authorities to investigate.

Notifications may also be required to be made to the appropriate authorities which could result in an external investigation.

Some examples concerning behaviours are provided below. These are behaviours that on their own may not constitute a breach of the Code of Conduct but together may indicate a pattern of behaviour that poses a risk to the safety of children.

1.3 Scope of policy

The Child Safe Code of Conduct applies to all employees, volunteers, students, contractors, and elected members of Bayside Council (Council Officials)

The Code of Conduct applies regardless of whether the employee or elected representative is in child-related employment.

The Child Safe Code of Conduct applies in all council venues and situations, including direct service delivery, Council events, programs, and activities, and in the

use of digital technology and social media.

The code should be read in conjunction with the following documents which are available on Council's intranet:

- Child Safe Policy
- Child Safe Reporting Procedures
- Child Safe administrative and operational procedures
- Other Council Policies including Code of Conduct and Electronic Communication.

Some specialist services like Child Care Centres, Youth Services and Aquatic Centres that are directly managed by Council also have specific policies, procedures that address child safety and child protection. Council Officials working or visiting these services are required to comply with these policies and procedures in addition to this Code of Conduct. Please contact your supervisor or manager to obtain these documents.

2 Conduct Obligations

2.1 General Conduct

As a Council Official, I will:

- a) Comply and adhere with
 - i. Our Organisational Values
 - ii. Child Safe Code of Conduct
 - iii. Council Safe Policies and procedures
 - iv. Other organisational and employment policies including those that cover bullying, harassment, discrimination, and use of electronic communication.
 - v. Peak Body Requirements
 - vi. Relevant Australian and NSW legislation as it relates to child safety.
- b) Act with integrity by raising concerns with your supervisor and/or management if risks to child safety are identified.
- c) Proactively identify and respond to child safe risks in accordance with Council's procedures.
- d) Report and act on any behaviour complaints, concerns or observed breaches regarding the code of conduct.
- e) Report any inappropriate behaviour, concern, allegation, disclosure or witnessing of child abuse to the relevant person or authority.
- f) Renew and keep their WWC certification up to date if required for my position.

2.2 Positive Behaviours

As a Council Official I will demonstrate positive behaviours when interacting with children and young people including:

- a) Taking all reasonable steps to protect children from abuse (such as completing all induction and compulsory training and working in an open transparent manner).
- b) Treating all children, young people, and families with respect by listening to their needs, remaining calm and using positive non offensive language.
- c) Respecting the privacy of children and their families by keeping all information regarding Child Protection concerns confidential and only discussing information with the relevant people to follow your organisation's reporting procedures.
- d) Treating all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, health status, national, ethnic, or social origin, culture, property, ability, or other status.
- e) Reporting any conflicts of interest (such as an outside relationship with a child, babysitting arrangements or any other formal or informal relationships with a child that exist outside your organisational setting).
- f) Declaring any secondary employment that involves interacting with children and young people in accordance with Council's secondary employment procedures.
- g) Listening to and valuing children and young people's ideas and opinions.
- h) Welcoming all children and their families and carers by being inclusive.
- i) Actively promoting cultural safety and inclusion.
- j) Listening to children and responding to them appropriately.
- k) Working with children in an open and transparent way (so that other adults always know what work you are doing with children).
- l) Dressing in clean, appropriate clothing and following any dress code standards or guidelines (including avoiding clothing that is revealing or that includes offensive language or pictures).
- m) Working within a team, despite any differences, to ensure that the needs of the child (and their family) remain the paramount focus.
- n) Providing an open, safe, and supportive environment for all children and young people to interact and socialise including face to face and online environments.
- o) Acting as a role model in conduct with children and young people.
- p) Protect the privacy of the child and young person and will seek the permission from the child, young person and/or guardian before sharing any images, videos or information about the child or young person.

2.3 Concerning Behaviours

As a Council Official I will not demonstrate concerning and/or inappropriate behaviours when interacting with children and young people including:

- a) Condoning or participating in illegal, unsafe, or abusive behaviour or language towards children, including physical, sexual, or psychological abuse, ill-treatment, neglect or grooming.

- b) Ignoring or disregarding any concerns, suspicions, or disclosures of child abuse.
- c) Showing favouritism through the provisions of gifts or inappropriate attention.
- d) Initiating or engaging in unwarranted and inappropriate physical contact involving a child or young person.
- e) Being alone with a child or young person unnecessarily in a private setting.
- f) Working with children or young people while under the influence of alcohol or illegal drugs.
- g) Using sexual language or gestures in the presence of children or young people.
- h) Having in possession and/or show children or young people pornographic images.
- i) Having any contact including online contact with a child or young person outside of Council approved services, programs, and activities.
- j) Photographing or video a child or young person without the consent of the parent or guardians.
- k) Posting or sharing any images, videos, or information (e.g., name, age, address, school, sport club) about a child or young person without the consent of the parent or guardians.

2.4 Physical Contact

2.4.1 Acceptable Behaviours and Conduct

Council provides some services including Child Care, Gym Instruction and Learn to Swim Classes, Recreation Activities and/or injury treatment that may require some positions to have physical contact with a child and/or young person.

These positions must only have physical contact with the child or young person if;

- It relates specifically to the service / task examples include;
 - toiletry assistance at a child care centre
 - stroke correction of a child in a learn to swim class
 - correcting a technique in the gym
 - treating an injury.

As a Council Official, I will:

- Seek and receive verbal permission by the child, young person and/or their parent or carer prior to any physical contact
 - An exception is if I'm required in my role to respond to a serious injury / incident e.g. perform resuscitation
- ensure that the contact is undertaken where possible in a public area so parents, carers and/or other adults have oversight
- The child or young person feels ok and that another adult is present if I am required to be in a private room with a child or young person for a specific work task

2.4.2 Concerning and Unacceptable Behaviours

As a Council Official I will not:

- a) Be alone with a child and/or young person
- b) Conduct any unwarranted or unwanted touching with hands, other body parts or objects.
- c) Apply corporal punishment, such as smacking or other forms of physical discipline.
- d) Initiate, permit, or request unacceptable physical contact with a child or young person, such as massages or kisses.
- e) Facilitate situations which unnecessarily result in close physical contact with a child or young person, such as wrestling or tickling.
- f) Undertake a task of a personal nature for a child if they can do it for themselves, such as changing clothes, feeding, personal grooming or toileting.
- g) Pressure a child to have unnecessary physical contact.
- h) Use open public change and shower facilities shared with children and young people.

2.5 Filming and photography

When I photograph or film a child or children for work related purposes, I will:

- a) obtain informed consent from the child and parent or guardian of the child before photographing or filming a child.
- b) provide an explanation of how the photograph or film will be used must be provided
- c) ensure photographs, films, videos present children in a dignified and respectful manner and not in a vulnerable, sexually suggestive or submissive manner.
- d) ensure images are honest representation of the context and the facts.
- e) ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

2.6 Travelling alone with a child or young person

Occasionally, there may be valid reasons Council Officials to transport a child or young person.

As a Council Official, if I am required to travel alone with a child or young person, I will:

- a) Obtain and keep a record of consent from the child's parents or carers.
- b) Obtain and keep a record of consent from your Manager or Director
- c) Provide information to the parents and management and (where age appropriate) the child on what route is being taken and what mode of transport is being used (private car, taxi, bus)
- d) Provide a clear reason for the requirement of the transport.
- e) Provide information on who else will be on the journey (other adults, other children)

- f) Provide information on which adult is with the children and if the journey together happens routinely.

2.7 Reporting Obligations

As a Council Official, I will;

- a) immediately report a breach of this Child Safe Code of Conduct or any concerns about the safety of children or young people in accordance with Councils Child Safe reporting procedures.
- b) Call the Police if there is an immediate risk of harm to the child or young person.
- c) Provide feedback to my supervisor and management on ways to improve child safety and mitigate risks.

2.8 Breaches

A breach of this Policy will be dealt with in accordance with the Bayside Council's Code of Conduct Policies.

Some breaches may be considered a criminal offense involving the appropriate authorities to investigate.

3 Document control

3.1 Review

The Policy will be reviewed every four years from the approval date, or as required by any changes in legislation.

The Manager Governance & Risk may approve non-significant and/or minor editorial amendments and the republication of reviewed policies and procedures that do not change the policy substance.

3.2 Version history

Version	Release Date	Author	Reason for Change
1.0	24/04/2024 (Council) 03/04/2024 (CS Com)	Manager Business Transformation	New document

Appendix A

Statement of Commitment to Child Safety

Child Safe Commitment



Bayside Council is committed to being a child safe organisation, by embedding the NSW Child Safe Standards into our leadership, governance and organisational culture.

We believe all children have the right to feel safe and be safe.

We acknowledge the significant lifelong impact any form of abuse can have on children and young people, and we strive to ensure they are kept free from harm whilst engaging with our services.

We will engage with our workforce, children, families and specialist agencies to ensure our community is a place where all children and young people feel included, have a voice, are valued, respected and, above all, safe.

We are committed to continuously upskilling our workforce to strengthen awareness and accountability in embedding the standards and identifying and mitigating risks to child safety.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

Bayside Council is a registered agency under the Children and Young Persons (Care and Protection) Act and remains committed to fulfilling its legislative and regulatory obligations regarding child protection.