

# Child Safe Code of Practice

## 1. Purpose

The Child Safe Code of Practice outlines professional boundaries for acceptable and unacceptable adult/child relationships and behaviour at TAFE Gippsland as part of creating an organisational culture of child safety. When it comes to child safety "if you see something, say something".

## 2. Scope

All staff, volunteers and board members of TAFE Gippsland are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as outlined in the Code of Practice.

## 3. Scheduled Review Date

1<sup>st</sup> March, 2020.

## 4. References

- Child Safety Policy
- Staff Code of Conduct
- Reporting Child Abuse Procedure
- Child Safe Standards [www.vrqa.vic.gov.au/childsafestandards](http://www.vrqa.vic.gov.au/childsafestandards)
- Child Protection Procedure

## 5. Definitions

See also TAFE Gippsland Glossary on Staffpoint for current definitions.

For the purposes of the Code of Practice:

Term	Definition
<b>Child</b>	Means a person under the age of 18 years
<b>Child Abuse</b>	means any act committed against a child involving: <ul style="list-style-type: none"><li>• A sexual offence or</li><li>• An offence under section 49B(2) of the Crimes Act 1958 (grooming)</li><li>• The infliction on a child of:<ul style="list-style-type: none"><li>— physical violence or</li><li>— serious emotional or psychological harm or</li><li>— serious neglect</li></ul></li></ul>

<b>Child-connected work</b>	means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.
<b>Child Safety</b>	encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse.
<b>School Environment</b>	means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including: <ul style="list-style-type: none"> <li>• A campus of the school;</li> <li>• Online school environments (including email and intranet systems);</li> <li>• Other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions and other events).</li> </ul>

## 6. The Child Safe Standards

To create and maintain a child safe organisation, TAFE Gippsland must have:

- Strategies to embed an organisational culture of child safety, including through effective leadership arrangements;
- A child safe policy or statement of commitment to child safety;
- A code of conduct that establishes clear expectations for appropriate behaviours with children;
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel;
- Processes for responding to and reporting suspected child abuse;
- Strategies to identify and reduce or remove risks of child abuse;
- Strategies to promote the participation and empowerment of children.

## 6. Code

Item	Action	Responsible
<b>Acceptable Behaviours</b>		
1.	<p><b>All staff, contractors, volunteers and board members are responsible for supporting the safety of children by:</b></p> <ul style="list-style-type: none"> <li>• Adhering to TAFE Gippsland's Child Safety Policy and Statement of Commitment to child safety at all times;</li> <li>• Taking all reasonable steps to protect children from abuse;</li> </ul>	<p><b>All staff, contractors, volunteers and Board members.</b></p>

	<ul style="list-style-type: none"> <li>• Treating everyone with respect;</li> <li>• Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;</li> <li>• Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification);</li> <li>• Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);</li> <li>• Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities);</li> <li>• Ensuring as far as practicable, that adults are not left alone with a child;</li> <li>• Reporting any allegations of child abuse to the TAFE Gippsland Child Safe Contact Officer and ensuring compliance with mandatory reporting requirements ;</li> <li>• Reporting any child safety concerns to TAFE Gippsland's Child Safe Contact Officer;</li> <li>• Ensuring as quickly as possible that the child (or children) is safe if an allegation of child abuse is made.</li> <li>• Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.</li> </ul>	
<b>Unacceptable Behaviours</b>		
2.	<p><b>Staff, contractors, volunteers and Board members must not:</b></p> <ul style="list-style-type: none"> <li>• Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);</li> <li>• Exhibit behaviours with children which may be construed as unnecessarily physical;</li> <li>• Put children at risk of abuse (for example, by locking doors);</li> <li>• Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;</li> <li>• Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);</li> <li>• Use inappropriate language in the presence of children;</li> <li>• Express personal views on cultures, race or sexuality in the presence of children;</li> <li>• Discriminate against any child, including because of culture, race, ethnicity or disability;</li> <li>• Have contact with a child or their family outside of the TAFE Gippsland organisation without the Child Safety Officer's knowledge and/or consent (for example, babysitting). (Accidental contact, such as seeing people in the street, is appropriate.);</li> <li>• Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters);</li> <li>• Ignore or disregard any suspected or disclosed child abuse.</li> </ul>	<p><b>All staff, contractors, volunteers and Board members.</b></p>

## Record of Revision

Item	Summary of Update	Version Control	Revised Date
1	Original document issued	V1.0	18/03/2019

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