



Lisa's Staffing Solutions Child Protection Program

Child Safety Code of Conduct

A child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the work environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

The code is made available to all staff, volunteers and families.

Our Child Safety Code of Conduct

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards children. The Code serves to protect children, reduce opportunities for abuse or harm to occur, and promote child safety in the work place environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Lisa's Staffing Solutions may take disciplinary action.

All staff of Lisa's Staffing Solutions are responsible for supporting the safety, participation, wellbeing and empowerment of children by following the below guidelines.

All staff and volunteers of Lisa's Staffing Solutions are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

DO:

- Behave as a positive role model to children.
- Be vigilant and proactive with regard to children safety and child protection issues.
- Provide age appropriate supervision for children.
- Promote the safety, welfare and wellbeing of children.
- Promote the safety, participation and empowerment of children with a disability.
- Treat all children with respect.
- Comply with guidelines published by Lisa's Staffing Solutions with respect to child protection.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language toward children.
- Encourage students to 'have a say' and then listen to them with respect.
- **If you believe a child is at immediate risk of abuse phone the Police on 000**

- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all children to interact, and socialise.
- Intervene when children are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they have been harmed or abused, or that they are worried about their safety
- Report concerns about child safety to Lisa's Staffing Solutions and ensure that your legal obligations to report allegations externally are met. This can be done by reporting directly to the office via phone or email.
- Lisa's Staffing Solutions- 03 9855 1669. Brooke@lisasstaffing.com.au
- Where an allegation of child abuse is made, ensure as quickly as possible that the child/ Children involved is safe.
- Call the Police on 000 if you have immediate concerns for a child's safety.
- Respect the privacy of children and their families and only disclose information to people who have a need to know.
- **A child** is defined as a person **under the age of 18**
- **Child abuse** is defined as:
 - sexual abuse (including grooming with the intent to sexually abuse a child)
 - physical abuse or violence
 - serious psychological or emotional abuse
 - serious neglect

DO NOT:

- Engage in any form of inappropriate behaviour towards children or expose children to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language.
- Express personal views on cultures, race or sexuality in the presence of children or discriminate against any child based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of children.
- Engage in any form of sexual conduct with a child including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or physical punishment to discipline or control on a child.
- Engage in any form of behaviour that has the potential to cause a child serious emotional or psychological harm.
- Engage in undisclosed private meetings with a child that is not your own child.
- Engage in inappropriate personal communications with a child through any medium, including any online contact or interactions with a child.
- Publish (including online) photos, movies or recordings of a child without parental/carer consent.

- Post online any information about a child that may identify them such as their full name, age, email address, telephone number, residence, school, or details of a club or group they may attend.
- Do not have unauthorised contact with children online or by phone
- Do not contact any child by any form of social media
- Ignore or disregard any suspected or disclosed child abuse.

Reporting to Lisa's Staffing Solutions if any charges, committals for trial or convictions in relation to a sexual offence, or physical or psychological abuse, by an employee, or certain allegations or concerns about an employee

For more information:

<http://www.vrqa.vic.gov.au/childsafes/Pages/resources.html>

A Child Safety Code of Conduct cannot, however, cover every situation or anticipate every eventuality.

If you are unsure of the appropriate action to take in a particular situation, discuss the matter with your manager or check if Lisa's Staffing Solutions has issued policy, procedures or guidelines on related matters.

Lisa's Staffing Solutions- 03 9855 1669.

Brooke@lisasstaffing.com.au

Child Safety Code of Conduct Review

Lisa's Staffing Solutions is committed to the continuous improvement of our Child Safety Program and it will be reviewed annually, January 2018.

Child Safety Code of Conduct Agreement

I have read and understood this Child Safety Code of Conduct and agree to abide by it at all times.

Name

Signature

Date

Name Owner/ Manager

Signature

Date