

Code of Conduct Child Safety (QMS:341)



All staff, volunteers, contractors and any other member of the IMVC community are required to comply with the IMVC's Child Safety Code of Conduct by observing the expectations for appropriate behaviour below. The Code of Conduct applies in all situations, including outside of IMVC venues, and in the use of digital technology and social media.

All personnel are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Upholding the IMVC's commitment to child safety, and adhering to child safety policies and procedures at all time
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect
- 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 child
- Promoting the cultural safety, participation and empowerment of Aboriginal children
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promoting the safety, participation and empowerment of children with a disability
- Ensuring as far as practicable that adults are not left alone with a child
- Reporting any allegations of child abuse to the IMVC Executive Team, and ensure any allegation is reported to the police or child protection
- Reporting any child safety concerns to the IMVC Executive Team
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

Staff, volunteers, contractors, and any other member of the IMVC community must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Develop a relationship with any child that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- Exhibit behaviours with children which may be construed as unnecessarily physical, or engage in activities with young participants which may be interpreted as abusive and not justified by the educational or service delivery context
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate

- Put children at risk of abuse (for example, by locking doors)
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Discuss content of an intimate nature or use sexual innuendo with children, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum, or a case management setting
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of culture, race, ethnicity or disability
- Communicate directly with a child through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to IMVC activities or where there is a safety concern or other urgent matter
- Photograph or video a child, except in accordance with IMVC policy or where required for duty of care purposes
- Consume alcohol at IMVC events where under-aged young participants are present, or take illicit drugs under any circumstances

Version control

Revision history

Date	Version	Author	Change Reference
21/04/2020	2.0	B. Newman	Updated to fit with new QMS version control guidelines and updated standards

Reviewers

Date	Version	Approved By	Next Review Date
21/04/2020	2.0	P. Vakakis	21/04/2022

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Endless Opportunities

Staff acknowledgment

I acknowledge that I have read and understood this policy and will abide by this Code of Conduct Child Safety whilst employed/engaged with the IMVC.

(Printed full name)

(Signature)

(Date)