



This Code of Conduct does not cover every situation – however, the values, ethics and standards it implies are a reference point to help make decisions relating to situations not referred to in this Code of Conduct. It sets out the minimum standards of behaviour expected during any interactions with children and young people in accessing Council services.

Council's Child Safe Officer, the Director of Corporate and Community Services, can be contacted for further information relating to the application of this Code of Conduct or the Child Safe Environments Policy.

## **2. Strategic reference**

Community leadership: strategy 2.1.5; review policies and procedures to ensure compliance with legislation and that they are relevant to community needs.

## **3. Supportive Behaviours**

Elected members, staff, volunteers and those who access Council services must at all times:

- Treat children and young people with respect, equity and dignity

Ensure children and young people are protected from any form of harm or discrimination

- Ensure the environment is safe for children and young people – this includes protection from violence, bullying, teasing, threatening and sexist or racist remarks.
- Role model positive behaviours, for example:
  - encourage children and young people to participate in decision making processes;
  - give constructive feedback to children and young people; and
  - ensure children and young people are aware of their rights, including their rights to respect, fairness and safety.

Staff and volunteers must be aware of their mandatory notification responsibilities and

- inform the Child Abuse Report Line (13 14 78) or report on – line at <https://my.families.sa.gov.au/IDMProv/landing.html> if they form a suspicion of abuse or neglect; or
- discuss their concern with their supervisor, manager or the Child Safe Officer; and
- where relevant, explain the commitment to maintaining confidentiality including situations that would require the sharing of information, for example mandatory notification responsibilities.

#### **4. Safe and protective work practices**

Adopt safe and protective work practices, examples follow:-

Be aware of potential situations and actions when working with children or young people that may be misinterpreted or misconstrued, and adopt safe work practices. For example (and also see “Unacceptable Behaviours” below):

- where possible work in an open and visible environment when with children and young people;
- dress appropriately
- secure parental/guardian consent for excursions or to obtain medical treatment for children and young people under 18 years if the need arises;
- adopt a calm and non judgemental attitude to allow young people to feel safe to raise complaints or concerns; and
- if necessary, explain grievance procedures and avenues for complaint in simple and clear language that is appropriate to the age of the child or young person.

#### **5. Unacceptable Behaviours include the following;**

- Any form of discrimination against a child or young person on the basis of ethnicity, culture, religion, gender, sexuality or on any other grounds
- Hitting or physically assaulting a child or young person
- Using language that is offensive, abusive or otherwise inappropriate
- Showing preferential treatment to one child or young person over others
- Shout, yell or speak to a child or young person in an angry, intimidating or threatening manner
- Engaging in rough physical play with children or young people
- Unnecessary physical contact with children or young people. For example, giving a child or young person a hug may be culturally inappropriate or it may be frightening or offensive to the child or young person
- Condone or participate in illegal or unsafe behaviours when working with children or young people
- Make inappropriate self disclosures relating to any participation (past or present) in illegal or unsafe behaviours. For example past drug use should not be disclosed to or discussed with children or young people
- Initiating or engaging in ‘friendship’ relationships with a child or young person. For example it is not OK to make arrangements to socialise outside the work environment. Remember, children and young people are clients not friends
- Taking children or young people to your home or on outings that do not fall within professional duties or that have not been authorised by parents or guardians
- Acting in a manner that is sexually inappropriate – this includes verbal, physical and implied behaviours
- Initiating or developing a physical/sexual ‘relationship’ with a child or young person
- Initiating or developing any relationship that could be deemed as exploitative or abusive with a child or young person
- Failure to report disclosures of abuse or suspicions of abuse to the relevant supervisor or the Child Abuse Report Line ( telephone 13 14 78) at the earliest opportunity

## **6. Breaches of Policy / Disciplinary Action**

All staff and volunteers have a responsibility for promoting and supporting these values and standards of behaviour.

Where a staff member or volunteer is found to have acted outside of this Child Safe Code of Conduct, they will be subject to disciplinary action commensurate with the seriousness of their actions. This disciplinary action may take the form of a warning, counselling or termination of their employment.

Breaches of this Code of conduct will be investigated on a case by case basis and in accordance with the District Council of Loxton Waikerie Staff Performance Development & Review Policy and the Staff Performance Management Procedure.

## **7. Employees Rights**

Employees are entitled to representation in the consideration of alleged non-compliance with this Code. The principles of fairness, equity and natural justice will apply to investigation and management of the matter. Investigations undertaken regarding compliance with the Code will be kept confidential, excluding any mandatory reporting requirements to external bodies, for example, SA Police.

## **8. Reporting – if you have a concern**

All elected members, staff, volunteers and those accessing Council services have a role in supporting this Code of Conduct by raising their concerns with the relevant , Manager , Director or Child Safe Officer. Any questions of compliance raised by elected members, other staff or the community regarding the Code will be considered by the relevant Director or the Chief Executive.

If you have any difficulties or questions regarding this Child Safe Code of Conduct, you should discuss these with your Manager, Director or Child Safe Officer.

I have viewed and understand the Child Safe Environments Code of Conduct of the District Council of Loxton Waikerie.

I agree to comply with the code of conduct.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position held within Council \_\_\_\_\_

Dated \_\_\_\_\_

## 9. Document history and version control

Date	Version	Authorisation: Council; Committee: Senior Management Team	Amendment details:
18/09/2009	1.0	Council: meeting of 18 September 2009	First version
17/09/2010	2.0	Council: meeting of 17 September 2010	Child Protection Act amended 2006 and the application of the code to Elected Members
17/02/2012	2.1	Council: meeting of 17 February 2012	Child Protection Act amended 2009, code amended to reflect the standards established by Department for Families and Communities
15/02/2013	2.2	Council: meeting of 15 February 2013	Review period amended to that of every 2 years
18/12/2015	2.3	Council: meeting of 18 December 2015	Notes the availability of on-line reporting
15/09/ 2017	2.4	Council: meeting of 15 September 2017	Proposed change notes changes to departmental responsibility, addition of document and version control protocols

