



# WCP Child Safety Code of Conduct

**This code of Conduct outlines appropriate standards of behaviour by adults towards children. It aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers are required to comply.**

**This Code of Conduct is not intended to cover those activities where the child is under the direct care and supervision of a parent or guardian.**

**All staff and volunteers of our Parish are responsible for promoting the safety and wellbeing of children and young people by:**

- Adhering to our child safe policy, and other policies, at all times taking all reasonable steps to protect children from abuse.
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns, contact Jacinta Bartlett 0418 470 532 or Sonni La Motte-Schubert 0434 179 411
- Ensuring that adults are not left alone with a child and are within clear lines of sight
- **Working with children in an open and transparent way** – other adults should always know about the work you are doing with children
- Respecting the privacy of children **and their families, and only disclosing information to people who have a need to know.**

## **Promoting appropriate behaviour by children:**

Where a child's behaviour is disruptive, appropriate steps may include:

- Directing other children away from dangerous or disruptive situations
- Discussing the behaviour with the child, and asking him or her to stop
- Giving the child an opportunity to explain his/her behaviour
- Discussing the consequences of the behaviour with the child
- Asking for assistance from other adults
- Removing the child from the activity to another supervised environment
- If the behaviour continues, calling the child's parent/guardian and asking them to remove the child from the activity.

### **Staff and volunteers must NOT:**

- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Seek to use children in any way to meet the needs of adults
- Put children at risk of abuse, for example, by locking doors
- Develop any 'special' relationships with children that could be seen as favouritism, for example, inappropriate attention, the offering of gifts or special treatment for specific children
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Use prejudice, oppressive behaviour or inappropriate language with children
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Express personal views on cultures, race or sexuality, in the presence of children
- Engage in open discussions of a mature or adult nature in the presence of children
- Exchange personal contact details, for example, a phone number, social networking or email address with children

### **Working with Children Checks**

Please note that holding a current WWC Check does not imply that a person is suitable to care for children. Clergy, parish staff, volunteers and parents should not discount the value of their instincts or observations.

### **Use of the internet/Electronic devices:**

- All parish or diocesan internet services, and particularly those which may be used by children or young people, should have appropriate filtering devices in place. If using services provided by other organisations, ensure that filtering devices are in place.
- Do not have unauthorised contact with children and young people online or by phone

### **Medical Conditions: regardless of medical forms completed previously**

- You should **always ask parents/guardians**, prior to the commencement of any activity, whether their child has any medical condition of which you should be aware, for instance, asthma, allergies, or anaphylaxis and what particular care is required.
  - If you are caring for a child at risk of anaphylaxis, a parent/guardian might agree to remain with the child during the activity
  - Some carers who regularly care for children at risk might choose to undergo appropriate training.

### **Collection of Children:**

**At the conclusion of activities, release children only into the care of a parent/guardian or a person with the written permission of the parent or guardian. Under no circumstance should you take a child home at the end of an activity.**

### **Review of Code of Conduct:**

This Code of Conduct is intended to be a living document. We will review this document regularly and we welcome any comments or suggestions for improvement.

### **Emergency Procedures:**

- Ensure that a telephone is available at all times. If you are using a mobile, check that it is properly charged and assess whether you are likely to be in range for emergency calls to **000**. If using an out-of-range mobile, dial **112** for emergency access through another mobile phone network, if one is available.
- A First Aid Kit should be accessible. Familiarise yourself with the location of First Aid Kits and know who is trained in First Aid and available to respond in an emergency.