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### PURPOSE

Council is committed to ensuring that children and young people are treated with sensitivity, respect, fairness and dignity within a welcoming and supportive environment that is free from all types of harm and inappropriate behaviour.

This Code of Conduct has been developed to meet the requirements of section 114 of the *Children and Young People (Safety) Act 2017*.

### SCOPE

This code applies to all employees, Elected Members, volunteers, children, young people, parents and caregivers who access Council services.

### SUPPORTIVE BEHAVIOURS

Employees, volunteers and those who access Council services must at all times:

- Treat children and young people with dignity, respect, sensitivity, fairness and equity.
- 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.
- Encourage children and young people to participate in decision making processes.
- Give constructive feedback to children and young people.
- Ensure children and young people are aware of their rights, including their rights to respect, fairness, and safety.

### REPORTING

Employees and volunteers must be aware of their mandatory notification requirements. Reports regarding the reasonable belief that a child or young person is, or may be, at risk of harm are to be made to the Child Abuse Report Line (CARL) on 13 14 78, or if at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.

The individual who identifies the harm or risk of harm must be the person who makes the report to CARL/SAPOL and this is not reported internally for another employee to determine if it is a reportable matter. The relevant authority (CARL/SAPOL) will guide council on whether an internal investigation is appropriate.

Council will support children, young people and their families after a report to CARL/SAPOL has been made through referring the child, young person or their family to other appropriate services and continuing to provide a service to the child or young person and their family and monitoring their circumstances.

### SAFE AND PROTECTIVE WORK PRACTICES

Employees and volunteers must 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:

- where possible, work in an open and visible environment when with children and young people.
- dress appropriately in accordance with Council guidelines.
- 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-judgmental attitude to allow young people to feel safe to raise complaints or concerns.
- 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.

### UNACCEPTABLE BEHAVIOURS

Unacceptable behaviors 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.
- 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.
- Initiating or engaging in 'friendship' relationships with a child or young person.
- 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.
- 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.

### REPORTING A BREACH OF THE CHILD SAFE ENVIRONMENT CODE OF CONDUCT

Any stakeholder of the Council can make a complaint or express dissatisfaction with Council services or facilities. Any breaches in employee conduct should be reported to Council in line with the Customer Service and Complaint Handling Policy.

### BREACHES OF CODE / DISCIPLINARY ACTION

Where an employee or volunteer is found to have acted outside of this Child Safe Environment Code of Conduct, they will be subject to disciplinary action commensurate with the seriousness of their actions and in accordance with the Council's performance management policies.

# NARACOORTE LUCINDALE COUNCIL

## CHILD SAFE ENVIRONMENT CODE OF CONDUCT

VERSION 1

### RELATED DOCUMENTS

This Code of Conduct is related to the Child Safe Environment Policy C5

### REVIEW

This Code of Conduct will be reviewed at least once in every five years.

### AVAILABILITY

This Code of Conduct is available for inspection without charge at the following location during ordinary business hours:

- Principal Office, DeGaris Place, Naracoorte
- Council Website: [www.naracoortelucindale.sa.gov.au](http://www.naracoortelucindale.sa.gov.au)

A copy of the Code may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

### ADOPTION AND AMENDMENT HISTORY

<i>Date</i>	<i>Authorised by</i>	<i>Minute Reference</i>
May 2023 - New Document	Council	Adopted – 261/23