



Child Protection Code of Conduct Guidelines

Do:

- Adhere to the Program-specific Child Protection Policy (PCPP)
- Sign the Program-specific Code of Conduct
- Continuously make yourself aware of potential risks to children
- Treat all children and young people with respect
- Respect cultural differences
- Take responsibility for ensuring you are accountable and do not place yourself in positions where there is a risk of allegations being made
- Self-assess your behaviours, actions, language and relationships with children
- Immediately report any disclosure, observation or concerning behaviour confidentially to a program leader
- If a child reports a concern to you, please:
 - remain calm, reassuring, in control
 - listen and try to get information but don't push them
 - tell them you believe them
 - reassure them it is not their fault
 - tell them you are pleased they told you
 - don't make promises you can't keep
- If taking photos of children, adhere to the respective image consent and photography guidelines, such as:
 - Children have to be portrayed in a respectful, appropriate and consensual way at all times
 - Children must be fully clothed
 - There should be no identifying information on images or image files (such as names, locations, school logos)
- Be aware that any form of child abuse and exploitation is unacceptable, will not be tolerated and will attract criminal, civil and disciplinary sanctions.

Do not:

- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Visit children alone in their homes (e.g. home visits)
- Take children to own room or be alone with children
- Take photos or videos of children without obtaining their and their parents' / guardian's written consent beforehand
- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person
- Provide or supply alcohol/drugs to children or give gifts to children
- Behave provocatively or inappropriately with a child
- Act in a way that shows unfair and differential treatment of children
- Seek to make contact and spend time with any child or young person outside program times
- Smack, hit or physically assault children
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive