
CHILD SAFETY AND WELLBEING CODE OF CONDUCT

Policy Number: CSW-PI-002

Version Date: 01/03/2022

Approved by board on: 06/06/2022

Scheduled review date: 01/06/2024

Responsible Officer: Jacinda Armstrong,
CEO

Introduction

Playgroup Tasmania believes that all children have the right to live safely – emotionally, mentally and physically. Playgroup Tasmania is committed to promoting and protecting the safety and wellbeing of all children at all times and in all circumstances in interactions with Playgroup Tasmania. Everyone has a role to play in keeping children safe from harm and creating child safe and child friendly environments.

The National Principles for Child Safe Organisations outline the importance of all organisations having effective policies and procedures that document how the organisation is safe for children and young people. The National Principles also emphasise the importance of embedding child safety and wellbeing in organisational leadership, governance and culture. Developing and implementing a Child Safe Code of Conduct is one key aspect of fulfilling these principles. (Australian Human Rights Commission).

Purpose

This Child Safety and Wellbeing Code of Conduct aligns with the organisational Child Safety and Wellbeing Policy and the Child Safety and Wellbeing Reporting Policy and Procedures

This policy outlines Playgroup Tasmania responsibilities and unacceptable behaviours when interacting with children, families and all community members.

Who does this Policy apply to?

This policy applies to the following members of the Playgroup Tasmania community.

Child Safety and Wellbeing Policy

Employees and Volunteers (including leadership and trainees)	Board Members	Playgroup Leaders	Contractors/ Consultants (including employees of contractors)	Playgroup Parents and Care Givers	Playgroup Children
✓	✓	✓	✓	✓	

This policy applies to all activities run by Playgroup Tasmania Inc. This includes all activities in the organisation which involve, result in or relate to contact with children.

Code of Conduct Policy and Responsibilities

<p>I will:</p>	<ul style="list-style-type: none"> • Act in accordance with Playgroup Tasmania Child Safety and Wellbeing policies and procedures at all times. • Behave respectfully, courteously and ethically towards children and their families and towards other staff and volunteers. • Create an environment that promotes and enables children’s participation and is welcoming, culturally safe and inclusive for all children and their families. • Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well. • Promote the human rights, safety and wellbeing of all children in Playgroup Tasmania. • Demonstrate appropriate personal and professional boundaries. • Consider and respect the diverse backgrounds and needs of children. • Involve children in making decisions about activities, policies and processes that concern them wherever possible. • Contribute, where appropriate, to Playgroup Tasmania policies, discussions, learning and reviews about child safety and wellbeing. • Identify and lessen risks to children’s safety and wellbeing as required by Playgroup Tasmania risk assessment and management processes. • Respond to any concerns or complaints of child harm or abuse promptly and in line with Playgroup Tasmania procedures for receiving and responding to complaints. • Report all suspected or disclosed child harm or abuse as required by Tasmanian legislation and by Playgroup Tasmania procedures on reporting. • Comply with <ul style="list-style-type: none"> ○ Tasmania’s “Children, Young Persons and Their Families Act 1997” (updated 22 April 2021) View - Tasmanian Legislation Online ○ https://www.communities.tas.gov.au/children/child_protection_services ○ and Playgroup Tasmania policies and procedures on record keeping and information sharing.
-----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Child Safety and Wellbeing Policy

<p>I will NOT:</p>	<ul style="list-style-type: none"> • Engage in any unlawful activity with or in relation to a child. • Engage in any activity that is likely to physically, sexually or emotionally harm a child. • Unlawfully discriminate against any child or their family members. • Be alone with a child unnecessarily. • Arrange personal contact, including online contact, with children I have contact with through my work, for a purpose unrelated to work activities. • Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Playgroup Tasmania procedures on reporting. • Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material. • Work with children while under the influence of alcohol or prohibited drugs. • Ignore or disregard any suspected or disclosed child harm or abuse.
<p>If I think this Code of Conduct has been breached by another person in Playgroup Tasmania, I will:</p>	<ul style="list-style-type: none"> • Act to prioritise the best interests of children. • Take actions promptly to ensure that children are safe. • Promptly report any concerns to my Playgroup Development Officer, the Chief Executive Officer or a Board member of Playgroup Tasmania. • Follow Playgroup Tasmania procedures for receiving and responding to child abuse complaints and concerns. • Comply with Tasmanian legislative requirements on reporting if relevant, and with Playgroup Tasmania procedures on reporting.
<p>I agree to abide by this Code of Conduct as a staff member, volunteer or contractor with Playgroup Tasmania. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my involvement with Playgroup Tasmania.</p> <p>.....</p> <p>Signature</p> <p>.....</p> <p>Full Name</p> <p>.....</p> <p>Date</p>	
<p>Witness</p> <p>.....</p> <p>Signature</p> <p>.....</p> <p>Full Name</p>	

Child Safety and Wellbeing Policy

Definitions

For definitions of the terminology used in this policy please refer to the separate document – Playgroup Tasmania Data Dictionary.

Relevant Legislation and Standards

“Children, Young Persons and Their Families Act 1997” (updated 22 April 2021) [View - Tasmanian Legislation Online](https://www.communites.tas.gov.au/children/child_protection_services)
https://www.communites.tas.gov.au/children/child_protection_services

National Principles of Child Safe Organisations

Current Information

Tasmanian Government: Reporting Concerns
https://www.communites.tas.gov.au/children/child_protection_services/what_can_i_expect_when

Related Documents

Playgroup Tasmania Child Safety and Wellbeing Policy
Playgroup Tasmania Child Safety and Wellbeing Reporting Policy and Procedures
Playgroup Tasmania Child Safety and Wellbeing Incident Report form
Playgroup Tasmania Child Safety and Wellbeing Signed Statement
National Principles of Child Safe Organisations