
CHILD SAFETY AND WELLBEING CODE OF CONDUCT

Policy Number: CSW-PI-002

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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 communities.

The National Principles for Child Safe Organisations and Tasmanian Child and Youth Safe Organisations Framework 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).

The Tasmanian Reportable Conduct Scheme has been established to ensure reportable conduct is investigated properly in a child-centred way. Playgroup Tasmania will report to the Office of the Independent Regulator about investigations of reportable conduct in relation to its employees, volunteers or contractors.

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 the responsibilities and unacceptable behaviours for employees, volunteers, Board members and playgroup leaders of Playgroup Tasmania when interacting with children, families and all community members. This policy should be read in conjunction with the organisation's Code of Conduct Policy.

Child Safety and Wellbeing Code of Conduct Policy

Who does this Policy apply to?

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

Staff and Volunteers (including leadership and trainees)	Board Members	Playgroup Leaders	Contractors/ Consultants and Registered Visitors (including employees of contractors)	Playgroup Parents and Caregivers	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.

Child Safety and Wellbeing Code of Conduct Policy and Responsibilities

I will:

- Act in accordance with Playgroup Tasmania Child Safety and Wellbeing policies and procedures at all times.
- Advocate for the rights of children by explicitly modelling consent. For example asking children before touching and hugging them and honouring their right to refuse.
- Provide evidence to Playgroup Tasmania of the relevant checks and registrations required including RWVP and National Police Check.
- Ensure that Playgroup Tasmania is listed as a workplace on the RWVP register and notify Playgroup Tasmania of any changes to my registration status (employees, board members and volunteers only).
- Notify Playgroup Tasmania of any circumstances that may impact my eligibility to work with vulnerable people including children.
- 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. Including, for example, adhering to Playgroup Tasmania's social media guidelines and appropriately declaring any personal relationships with playgroup participants.

Child Safety and Wellbeing Code of Conduct Policy

- 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
 - Tasmania's "Children, Young Persons and Their Families Act 1997" (updated July 2022) [View - Tasmanian Legislation Online](#)
 - Tasmania's mandatory reporting procedures <https://strongfamiliesafekids.tas.gov.au>
 - and Playgroup Tasmania policies and procedures on record keeping and information sharing.

I will NOT

- 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.
- Take photos or video recordings of a child unless I am the parent of that child or I have received expressed consent from the child's parent or caregiver.
- Use my personal device to take photos or video recordings of a child (Playgroup Tasmania staff only)
- 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 to fulfill mandatory reporting responsibilities or 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.

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If I think this Code of Conduct has been breached by another person in Playgroup Tasmania, I will:

- Act to prioritise the rights of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to Playgroup Tasmania following the chain of command: Playgroup Development Practitioner, Program Coordinator, 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 Playgroup Tasmania procedures on reporting
- Comply with Tasmanian legislative requirements on reporting
- Participate as requested in any related reportable conduct investigation

I agree to abide by this Child Safety and Wellbeing 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.

Signature Date

Full Name

Witness (not required if signed through Bright HR)

Signature Date

Full Name

Definitions

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

Child Safety and Wellbeing Code of Conduct Policy

Relevant Legislation and Standards

“Children, Young Persons and Their Families Act 1997” (updated 1 July 2022) [View - Tasmanian Legislation Online](#)
https://www.communities.tas.gov.au/children/child_protection_services

National Principles of Child Safe Organisations

Current Information

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

Tasmanian Government: Office of the Independent Regulator
<https://www.oir.tas.gov.au>

Related Documents

Playgroup Tasmania Child Safety and Wellbeing Policy (CSW-PI001)
Playgroup Tasmania Child Safety and Wellbeing Reporting Policy and Procedures (CSW-PI-003)
Playgroup Tasmania Child Safety and Wellbeing Incident Report form (CSW-Fm-002)
Playgroup Tasmania Child Safety and Wellbeing Signed Declaration (CSW-Fm-001)
Playgroup Tasmania Child Safety and Wellbeing Reportable Conduct Process Chart
Playgroup Tasmania Child Safety and Wellbeing Staffing and Volunteer Procedures (CSW-Pr-001)
Tasmanian Child and Youth Safe Standards and Universal Principle