

# CEF Child Safety Code of Conduct



## Introduction

Any form of abusive, derogatory, discriminatory, offensive or intimidating behaviour or language by adults towards children and young people, or children towards other children and young people, is not acceptable. Any action that may risk being interpreted by a reasonable observer as grooming behaviour is unacceptable. Comments or actions that are negatively and unreasonably critical of a person's culture, ethnicity, language, gender identity, disability, sexuality or age, are unacceptable.

Employees, directors, volunteers, donors and contractors at CEF and its Member Foundations are required to abide by this Code.

## Acceptable behaviour comprises:

All people who have direct contact with children on behalf of, or in connection with, CEF and its Member Foundations must:

- Conduct themselves in a manner consistent with their position as an employee, partner, director, volunteer, donor or contractor of CEF or its Member Foundations and as a role model to children and young people;
- Treat all people with respect and be open to and accepting of diversity and difference in people's backgrounds, work style and personal preferences;
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Island children and young people (for example, by never questioning an Aboriginal and Torres Strait Island child or young person's self-identification);
- Promote the safety, participation and empowerment of children and young people with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- Promote the safety, participation and empowerment of children and young people with a disability;
- Listen and respond to the views and concerns of children, particularly if they are telling you that they and/or another child has been abused and/or that they are worried about their safety and/or the safety of another child;
- Raise concerns, issues or problems about suspected abuse with a CPO;
- Record and act upon all allegations or suspicions of abuse, discrimination or harassment;
- Respect confidentiality when sharing information about children and young people in accordance with the National Child Protection Policy and your reporting obligations;
- Establish and maintain a child-safe environment in the course of their work;
- Be professional in their actions;
- Maintain strict impartiality; and
- Contact the police if a child is at immediate risk of abuse.

## Unacceptable behaviour

All people that have direct contact with children on behalf of CEF or its Member Foundations MUST NOT:

- Condone or participate in behaviour involving children or young persons which is illegal, unsafe or abusive;
- Use their position of authority inappropriately;
- Use their relationship with children or young persons to obtain inappropriate favours;
- Behave in any way whereby their actions (physical, verbal or otherwise) are or could be perceived as offensive, inappropriate, neglectful or exploitative.

- Purposely not acknowledge local or cultural customs, practices or behaviours;
- Ignore or disregard any suspected or disclosed child abuse;
- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- Put children at risk of abuse (for example, by locking doors);
- Engage in open discussions of a mature or adult nature in the presence of children (for example, a comment made in jest or a comment that is inappropriately open to interpretation);
- Express personal views on cultures, race or sexuality in the presence of children;
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability;
- Have any online contact with a child (including by social media, email, instant messaging etc) or their family unless it is a part of their official role at CEF or its member foundation or other professional line of work.
- Provide any personal contact details to a child unless it is justified in terms of an educational or professional purpose;
- Photograph or video a child without the consent of the parent or guardians. In order to gain consent of the parent or guardian, we recommend you use [CEF's Authority to Publish Waiver](#);
- Work with children whilst under the influence of alcohol or illegal drugs;
- Spend time alone with a child or young person where there is risk, particularly while transporting the child or young person;
- Take a child or young person to their home or encourage meetings outside CEF and its member foundations' usual activities;
- Engage in rough physical games, hold, massage, kiss, cuddle or touch children in an inappropriate and or/culturally insensitive way;
- Speak to a child or young person in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Use, possess, or be under the influence of illegal drugs while in the presence of a child;
- Provide or allow a child to consume alcohol or illegal drugs;
- Engage in any sexually oriented conversations with a child.
- Be naked in the presence of a child;
- Possess sexually oriented or morally inappropriate printed materials (magazines, cards, videos, films, clothing, etc.); and/or
- Engage in sexual contact with a child. For the purposes of this Policy, sexual contact is defined as intercourse or the touching of an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest).

### **Physical Contact / Touching**

All people that have direct contact with children on behalf of CEF or its member foundations are prohibited from using physical discipline in any way for behaviour management of children and young people. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviours by children and young people.

Physical contact may be required in an emergency situation to remove children and young people quickly from danger or threat of danger. Appropriate contact between employees, directors, volunteers, contractors, and children is part of normal human relationships.

Some considerations and guidelines include the following:

- consider the child or young person's age, developmental level, maturity and level of care required, for example, touching a child to gain their attention, guiding or comforting a distressed child or young person;
- work in an open environment; for example, in confidential interviews or a one-to-one meeting, the door should be open with visual access. Exceptions apply for professions with strict confidentiality requirements;
- be alert to cues from children about how comfortable they are in your proximity and respect their need for personal space;
- be sensitive when interacting with children who may misinterpret actions, such as those who may have been traumatised by abuse or adolescents seeking attention from a member of the opposite sex;
- physical contact should be made in a way that makes children people feel comfortable, for example, shaking hands, a congratulatory pat on the back or rub on the side of their arm for reassurance. Massaging a child or allowing a child to massage you is inappropriate physical contact;
- the use of images of children (other than your own) as screen savers or backgrounds on personal electronic devices is not appropriate. The collection and storage of photographs of children (other than your own) must be for educational or professional purposes;
- be aware that the giving and receiving of gifts, giving extra attention, accepting a different standard of behaviour from a child or young person having 'special time' with a child or young person must be appropriate and justified.

It is not appropriate for employees, directors, volunteers, donors and/or contractors to initiate out of hours contact with a child unless it is in the context of an emergency or it is a part of their official role at CEF or its Member Foundation or other professional line of work.

### **Transportation and off-site events**

Other than in an emergency or other abnormal situation where no other option could be reasonably foreseen, it is not acceptable to transport children or young people without written permission of their parent, carer or guardian.

It is prohibited to have unnecessary and/or inappropriate physical contact with children or young people while in vehicles.

It is strongly recommended that if transporting children or young people, another adult be present in the vehicle.

Children and young people should be transported directly to their destination. No stops should be made other than those that are reasonably scheduled for meals or comfort stops.

It is prohibited to have children or young people spend the night at the residence of an employee, volunteer or contractor without parental/guardian prior approval.

Changing and showering facilities or arrangements for adults must be separate from facilities or arrangements for children and young people.