

# FRIENDS OF GEELONG BOTANIC GARDENS

## CHILD SAFETY CODE OF CONDUCT

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Drafted by	Rosslyn Jablonsky	Approved by	03/06/2024
		committee on	
Responsible person	FGBG Secretary	Scheduled review date	June 2025

### CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE

#### POLICY OBJECTIVE

This Child Safety Code of Conduct sets out Friends of Geelong Botanic Gardens' commitment to ensuring it discharges the obligations and expectations contained in Child Safe Standard 2<sup>1</sup> and Standard 3.<sup>2</sup>

#### CHILD SAFETY CODE OF CONDUCT

Staff, volunteers and contractors at Friends of Geelong Botanic Gardens (FGBG) are required to abide by the Child Safety Code of Conduct.

FGBG recognises, respects and promotes its responsibilities to keep children safe from abuse, and commits to ensuring the safety of children as a first priority. FGBG values diversity and will not tolerate child abuse or discriminatory practices.

The Child Safety Code of Conduct aims to protect children and reduce opportunities for child abuse or harm to occur. It is intended to complement FGBG's other related policies and procedures.

The Child Safety Code of Conduct applies to the broad range of situations where interaction with children and young people may occur in the delivery of FGBG services, including through digital technology and social media.

Under the Committee, management will:

1. be responsible for the overall welfare and wellbeing of staff and volunteers
2. be accountable for managing and maintaining a duty of care towards staff and volunteers

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<sup>1</sup> Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture.

<sup>2</sup> Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

3. nominate a child protection officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All people involved in the care of children on behalf of FGBG will:

1. work towards achieving the aims and purposes of the organisation
2. be responsible for relevant administration of programs and activities in their area
3. maintain a duty of care towards others involved in these programs and activities
4. take all reasonable steps to protect children from abuse and harm
5. establish and maintain a child-safe environment for children and young people in the course of their work
6. be fair, considerate and honest in their dealings with others
7. work with children in an open and transparent way
8. treat children and young people with respect and value their ideas and opinions
9. encourage children to participate in matters important to them
10. act as positive role models in their conduct with children and young people and model appropriate adult behaviour
11. listen to children and respond to their needs appropriately
12. be professional in their actions
13. maintain strict impartiality
14. comply with specific organisational guidelines on physical contact with children
15. respect the privacy of children and their families, teachers and carers, and disclose information about them only to people who have a need to know
16. operate within the policies and guidelines of [Name of Organisation], including adhering to the Child Safe Policy, at all times
17. report any allegations of child abuse
18. contact the police if a child is at immediate risk of abuse (phone 000).

Staff and volunteers shall work to prevent discrimination and actively promote the participation and inclusion of all children, recognising in particular:

1. Aboriginal and Torres Strait Islander children and young people
2. children from culturally and linguistically diverse backgrounds
3. children with a disability
4. children who identify as lesbian, gay, bisexual or trans
5. children who are intersex, non-binary or gender diverse
6. children in and out of home care and the youth justice system.

Staff and volunteers shall not:

1. shame, humiliate, oppress, belittle or degrade children or young people
2. unlawfully discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
3. seek to use children in any way to meet the needs of adults
4. ignore or disregard any concerns, suspicions or disclosure of child abuse or harm
5. engage in any activity with a child or young person that is likely to physically or emotionally harm them
6. initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves; e.g. toileting or changing clothes
7. be alone with a child or young person unnecessarily and for more than a very short time
8. develop a “special” relationship with a specific child or young person for their own needs
9. show favouritism through the provision of gifts or inappropriate attention
10. arrange contact, including online contact, with children or young people outside of the organisation’s programs and activities
11. have unauthorised contact with children and young people in person, online or by phone
12. photograph or video a child or young person without the consent of the child and their parents or guardians
13. work with children or young people while under the influence of alcohol or illegal drugs
14. engage in open discussions of a mature or adult nature in the presence of children
15. use inappropriate language or behaviour, including discriminatory or oppressive language or behaviour, in the presence of children
16. do anything in contravention of the organisation’s policies, procedures or this Code of Conduct.

## **CONSEQUENCES OF BREACHING THE CHILD SAFETY CODE OF CONDUCT**

A breach of the Child Safety Code of Conduct by FGBG a staff member or volunteer may result in disciplinary action being taken against them in accordance with FGBG’s *Rules & Purposes* including and up to termination of employment or cessation of engagement with the organisation.

In addition to any action that may be taken according to FGBG's disciplinary policy, matters that indicate potential criminal conduct may be reported to police for investigation.