

Child Safe Code of Conduct

Council's Child Safe Code of Conduct sets out expectations for how employees should behave around children. This is important to help prevent children from being harmed. Child abuse takes many forms and can include physical, sexual, and psychological (emotional) abuse, ill-treatment, neglect, and grooming.

The Child Safe Code of Conduct identifies acceptable child safe behaviours we encourage all employees to support. It also identifies behaviours we consider unacceptable.

Wagga Wagga City Council ('Council') employees include any person engaged in work for Council in any of the following capacities:

- full-time, part-time, casual, temporary, fixed term, maximum term employees;
- apprentices or trainees;
- labour hire employees;
- work experience students;
- volunteers; and
- for the purposes of this document, Councillors

All Wagga Wagga City Council employees must:

- ✓ Treat children and young people with respect and value their ideas and opinions
- ✓ Act as positive role models in their conduct with children and young people
- ✓ Avoid any unnecessary physical contact with a child or young person
- ✓ Report any misconduct or inappropriate behaviour by Wagga Wagga City Council employees to their supervisor
- ✓ Contact the police if a child is at immediate risk of abuse – phone 000
- ✓ Report any suspicions based on reasonable grounds that a child or young person is at risk of significant harm to their supervisor or the Child Protection Helpline on 132 111

All Wagga Wagga City Council employees must not:

- ✗ Show favouritism through the provision of gifts or inappropriate attention
- ✗ Arrange contact, including online contact and social media platforms, with children or young people outside of Council's services, programs and activities
- ✗ Photograph or video a child or young person without the consent of the child and their parent/s or guardian/s
- ✗ Work with children or young people while under the influence of alcohol or illegal drugs
- ✗ Engage in open discussions of a mature or adult nature in the presence of children
- ✗ Use inappropriate language in the presence of children
- ✗ Shame, humiliate, oppress, belittle or degrade children or young people
- ✗ Unlawfully discriminate against any child
- ✗ Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- ✗ 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
- ✗ Be alone with a child or young person unnecessarily and for more than a very short time
- ✗ Develop a 'special' relationship with a specific child or young person for their own needs

All Wagga Wagga City Council employees holding a NSW Working with Children Check **must:**

- ✓ Act in accordance with this Code of Conduct outside of work, and note their behaviour, regardless of whether at work or not, may be subject to the Reportable Conduct Scheme.
- ✓ Should they become aware that another Wagga Wagga City Council employee poses a serious risk of abusing a child or young person under 18 years of age, alert their supervisor and ensure measures are taken to remove or reduce the risk of abuse.
- ✓ Note 'failure to protect' where an employee has power to do so, may incur a penalty of up to two years' imprisonment.

Breaches of Council's Child Safe Code of Conduct may lead to disciplinary action up to, and including, termination of employment

Commitment to Child Safety

Council is committed to embedding the NSW Child Safe Standards across our organisational culture and practices to prevent abuse and ensure the safety, welfare and well-being of the children and young people for whom Council provides a service, and with whom the organisation has contact.

Reporting Obligations

All employees, families, and community members are required to report any child safety concerns. Complaints about a breach of Council's Code of Conduct must be reported to Council's People & Culture Division, on 6926 9286.

Call 000 (Triple Zero) if a child is in immediate danger.

Criminal Offences

An adult in child-related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so. (Section 43B of the Crimes Act 1900).

All adults in NSW are required to report information to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused. (Section 316A of the Crimes Act 1900).

Personal Details

I have read this Code of Conduct and agree to abide by it and its terms.

Name:

Signature:

Date:

Revision History

Revision number	Approval Officer	Approval Date
1	Executive Team	26 October 2021
2	Executive Team	4 February 2025

Responsible Officer – Executive Director – People & Culture
Next Review Date – February 2026