



Child Safe Management

Child Safety and Wellbeing Code of Conduct

Our Commitment

By developing and implementing a Child Safety and Wellbeing Code of Conduct, we affirm our collective commitment to fostering a culture where protecting children and young people from harm and abuse is embedded in the daily practice of our leaders, staff, contractors and volunteers.

Wyndham City Council is dedicated to safeguarding and respecting Aboriginal children and recognising their unique cultural heritage, upholding their rights and providing a nurturing environment that honours their traditions and

promotes positive wellbeing. Racism, discrimination, and any form of prejudice will not be tolerated, as we strive to maintain a safe, respectful, and inclusive environment for all children in our community.

Additionally, Council pays particular emphasis on ensuring the safety and well-being of children from culturally and linguistically diverse backgrounds, the LGBTQI+ community, and children with disabilities, recognising their increased vulnerability.

Scope

The Wyndham City Council Child Safety and Wellbeing Code of Conduct applies to all people elected to, employed by, or working within Wyndham City Council, including Councillors, Advisory Committees, staff (temporary and contracted) and volunteers.

This document covers a wide range of situations where interaction with children may occur and all employees are expected to adhere to this code in all engagements with children, under the age of 18 years.

It is important to note that, under the Wyndham Child Safety, Well-being and Reportable Conduct Policy, allegations of misconduct involving children can be made even if the misconduct occurred outside of work.

Child Safety is everyone's responsibility, and Wyndham City Council expects all employees to uphold our values and behaviours in their roles, whether directly or indirectly

engaging with children in our community. This means:

- **People are at the centre of what we do** - We prioritise children's safety, well-being, and voices in all our decisions and actions
- **We embrace new ways of working** - We continuously improve child safety practices, adapting to best practices and evolving standards.
- **We are accountable to each other and the community** - We take responsibility for maintaining a child-safe environment and reporting any concerns.
- **We create a safe and inclusive workplace** - We foster a respectful, welcoming, and protective space for all children, regardless of background or ability.





Code Of Conduct

As people responsible for safeguarding the children we come into contact with, we must:

- ✓ Adhere to Wyndham City Council's Child Safety, Well-being and Reportable Conduct Policy at all times.
- ✓ Promote the cultural safety of Aboriginal children and young people by supporting their connection to culture, kin, community, cultural practices and Aboriginal identity.
- ✓ Take all reasonable steps to protect children from abuse and harm.
- ✓ Provide a welcoming, inclusive and safe environment for children.
- ✓ Treat children with respect, encourage their communication and participation, and recognise them as valued members of the community.
- ✓ Model appropriate adult behaviour, maintaining transparency and clear professional boundaries when engaging with children both online and in person.
- ✓ Respect cultural, religious and political differences.
- ✓ Listen to and respond to the children's views and concerns, especially if they disclose abuse, harm or safety risks regarding themselves or another child. Report child safety concerns or breaches of the Code of Conduct to a line manager or via email to: childsafesofficer@wyndham.vic.gov.au to notify the Senior Child Safe Advisor. Those in a role subject to mandatory reporting may also need to report to child protection authorities and Victoria Police.
- ✓ Maintain a valid Working with Children Check if your role requires interaction with children as outlined in the Working with Children Check Policy.
- ✓ Participate in training to understand and meet the child safety requirements.
- ✓ Respect children's privacy and only disclose necessary information in accordance with privacy legislation.
- ✓ Ensure any digital engagement with a child is done with the consent of a parent or guardian.

As people responsible for safeguarding the children we come into contact with, we:

- X MUST NOT** engage in any activity that may put a child at risk of abuse or harm including behaviour that constitute abuse, harm, neglect, exploitation, harassment, discrimination or victimisation.
- X MUST NOT** work with children while under the influence of alcohol, prohibited drugs, or under any medication that may impair judgement.
- X MUST NOT** initiate unnecessary physical contact with children or any behaviour that could be perceived as inappropriate.
- X MUST NOT** engage in personal care activities that a child is capable of doing independently.
- X MUST NOT** allow unnecessary unsupervised adult-to-child contact, that could put children or be perceived as unsafe.
- X MUST NOT** discuss matters of a mature or adult topics or use inappropriate language in the presence of children.
- X MUST NOT** show or provide children with access to mature or inappropriate images or material.
- X MUST NOT** share personal views on culture, disability, gender, ethnicity, language or race in the presence of children.
- X MUST NOT** discriminate against any child based on culture, disability, gender, sexuality, ethnicity, language or race.
- X MUST NOT** develop a relationship with a child that could be seen as favouritism or grooming, such as giving gifts or providing inappropriate attention.
- X MUST NOT** ignore or disregard any suspected or disclosed child abuse or harm, including concerning behaviour by adults or other children.
- X MUST NOT** have personal or online contact, with children outside of Wyndham City Council activities, unless approved by Child Safe Management. Communicate directly with a child through personal channels (e.g. social media, email, instant messaging, chat rooms, gaming sites, texting etc), without parental or guardian consent.
- X MUST NOT** engage with children online in an abusive or inappropriate manner, including using profane, sexualised, or adult-themed language or behaviour that may constitute grooming.

Consequences of not adhering to the Child Safety and Wellbeing Code of Conduct include:

- Warnings & retraining for minor breaches.
- Formal disciplinary action and possible termination of employment for repeated violations.
- Escalation to external authorities for serious misconduct.

Pre-existing Relationships with Children and Young People:

Council acknowledges that staff or volunteers may have pre-existing relationships with children and young people who access Council services. In such cases, the staff member must inform their direct supervisor of the relationship.

If you believe that the child's safety is in immediate danger, contact 000.



Examples of positive and negative behaviours that reflect our commitment through the Child Safety and Wellbeing Code of Conduct:

Positive Behaviours:	Negative Behaviours:
<ul style="list-style-type: none">✓ Remain vigilant and take all reasonable steps to protect children and their safety.✓ Serve as a positive role model by encouraging children to speak up about safety concerns and ensuring they understand their rights.✓ Follow risk mitigation strategies and safe work practices while interacting with children.✓ Prioritise the rights and best interests of children in planning and decision-making.✓ Treat all concerns or allegations of child abuse seriously and respond in accordance with the procedures outlined in the WCC Child Safety, Wellbeing and Reportable Conduct Policy.✓ Complete all required training and professional development to perform duties in line with the Code of Conduct.	<ul style="list-style-type: none">✗ Put a child at risk of abuse or harm through negligence or inaction.✗ Intentionally establish a relationship with a child and/or their family outside of work.✗ Solicit, offer or accept requests for private services (i.e., babysitting) from children or their families.✗ Use personal devices to take images of children.✗ Take, use or publish unauthorised images of children participating in any Council programs.✗ Engage in any rough play with a child.✗ Develop a relationship with a child that can be perceived as favouritism such as offering gifts or special treatment.✗ Ignore or dismiss reports or suspicions of child abuse.✗ Share personal contact details with children or their families.✗ Smoke, consume or discuss illegal substances with children.✗ Engage in inappropriate discussions of a mature nature around children.

Related Documents

- Wyndham City Council Child Safety, Wellbeing and Reportable Conduct Policy
- Wyndham City Council Corporate Code of Conduct
- Working with Children Check Policy