

WEST GIPPSLAND HEALTHCARE GROUP

CHILD SAFE CODE OF CONDUCT

Name: _____

Department: _____

Position: _____

All board members, staff and volunteers of the West Gippsland Healthcare Group are required to observe child safe principles and expectations for appropriate behaviour by adults towards and in the company of children and young people, as noted below.

All board members, staff and volunteers of West Gippsland Healthcare Group are responsible for supporting and promoting the safety, participation, wellbeing and empowerment of children and young people by:

- Adhering to the West Gippsland Healthcare Group's child safe policy at all times
- Upholding West Gippsland Healthcare Group's statement of commitment to child safety at all times
- Taking all reasonable steps to protect children and young people from abuse and harm.
- Listening and responding to the views and concerns of children and young people, particularly if they have stated that they or another child have been abused and/or are worried about their safety or the safety of another child
- Treating everyone with dignity and respect
- Communicating clearly with children, young people and parents when physical contact is required in the context of the child's care.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and young people
- Promoting the cultural safety, participation and empowerment of children and young people with culturally and/or linguistically diverse backgrounds
- Promoting the safety, participation and empowerment of children and young people with a disability
- Modelling appropriate adult behaviour in an open and transparent way
- Respecting the privacy of parents, children and young people by only disclosing personal information when necessary
- Where child abuse is suspected, ensuring that children and young people are safe and protected from harm as quickly as possible
- Reporting any allegations of child abuse as per the Vulnerable Children at Risk of Harm policy, ensuring any allegations are reported to the appropriate authority and in accordance with the Victorian Reportable Conduct Scheme Policy where applicable.
- Understanding and complying with all reporting and/or disclosure obligations, including Mandatory Reporting, Failure to Disclose, Failure to Protect and Reportable Conduct
- Encouraging children and young people to 'have a say', be involved and participate in all relevant organisational activities, procedures and decision making where possible and where appropriate, especially on issues that involve the child or young person themselves and on issues which are important to them

Board members, staff and volunteers must not:

- Develop any 'special' relationships with children that may be seen as favouritism or amount to 'grooming' behaviour including through the provision of gifts, benefits or inappropriate attention
- Have any contact (including online (social media) or via telephone) with a child, young person or their family outside of the organisation without the knowledge and consent of West Gippsland Healthcare Group.
- Must not take photographs of children without appropriate consent and in line with WGHG Policy "Clinical Images (Photographs & audio-visual recordings) – Policy".
- Exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical
- Put children at risk of abuse / harm
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children and young people.
- Use inappropriate language in the presence of children and young people
- Express personal views on cultures, race or sexuality in the presence of children and young people
- Discriminate against any child or young person, including on the basis of age, gender, sexuality, race, cultural or disability
- Ignore or disregard any concerns, suspicions or disclosures of child abuse

The above does not refer to your own child or a friend of the family. It refers to any child that is either under the direct care of West Gippsland Healthcare Group or any child visiting with family and friends on site.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code of conduct to West Gippsland Healthcare Group HR Manager, Child Safe Project Manager or line manager. Failure to comply with this code of conduct will be investigated by the West Gippsland Healthcare Group and may result in disciplinary action, included termination under the Grievance & Disciplinary Policy.

If you believe a child is at immediate risk of abuse, call 000 and request Police

Acknowledgement - 'Child Safe Code of Conduct'

I have read and been informed about the content, requirements, and expectations of the **Child Safe Code of Conduct**. I have received a copy and agree to abide by this as a condition of my employment with West Gippsland Healthcare Group.

I understand that if I have questions, at any time, regarding this I will consult with my immediate supervisor or my Human Resources staff members.

*Please read the **Child Safe Code of Conduct** carefully to ensure that you understand the policy before signing this document.*

Employee Signature: _____

Employee Printed Name: _____

Date: _____