



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Child Safe Code of Conduct

Approved by the School Principal: 13 September 2024

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Child Safe Code of Conduct

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1 Purpose and Background

- 1.1.1 To state our rules and expectations for staff about child safe behaviour in our service, and to outline the likely action we will take in the event of any breaches.
- 1.1.2 We are required to have a Code of Conduct under the Education and Care Services National Regulations.
- 1.1.3 A code of conduct is required under the Victorian Child Safe Standards. This Code of Conduct also helps to fulfil our obligation under the Reportable Conduct Scheme to have systems in place to prevent and respond to child abuse.
- 1.1.4 This code of conduct aligns with the ECEC Code of Ethics and the National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code)

2 Scope

- 2.1.1 This code applies to:
 - a) The approved provider, paid employees, volunteers and work placement students, referred to as 'staff' throughout this policy
 - b) Third parties who carry out child-related work at our service, including contractors, subcontractors, self-employed persons, employees of a labour hire company referred to as 'staff' throughout this policy
 - c) Visitors to our service who carry out child-related work, including allied health support workers
 - d) Parents, family members, care providers, other visitors to our service

3 Definitions

- 3.1.1 The following definitions apply to this policy and related procedures:
 - a) 'Breach' means any action or inaction that fails to comply with this Code
 - b) 'Child-related work' is used in this Code to refer to the work of our service (an education and care service for children). It does not apply where contact with children is incidental or would not reasonably be expected to occur (e.g. a plumber or delivery driver)
 - c) 'Harm' and 'risk of harm' are used in this policy as overarching terms that cover neglect and various forms of abuse. It includes physical, sexual and psychological abuse; neglect; ill-treatment; grooming; exposure to family violence; commercial child sexual exploitation; online child sexual abuse; and sexual abuse that is perpetrated by other children and young people
 - d) 'Parents' includes guardians and persons who have parental responsibilities for the child under a decision or order of court
 - e) 'Staff' refers to paid employees, volunteers, students, and third parties who are covered in the scope of this policy

4 Child Safe Code of Conduct

- 4.1.1 Our Child Safe Code of Conduct is at Appendix A. It provides examples of the behaviour we want our staff to engage in and the behaviour that is unacceptable. Engaging in unacceptable behaviour is a breach of our Code and may result in performance management or disciplinary action.
- 4.1.2 Examples of concerning behaviour are also described. On its own, a concerning behaviour may not be a breach of the Code; however, a pattern of concerning behaviour may pose a risk to children and be deemed a breach.

5 Code, Communication, Training and Monitoring

- 5.1.1 This Child Safe Code of Conduct can be found On the BMG Web site, Policy folder in the Gallery and on the staff One drive Policy file.
- 5.1.2 The approved provider and nominated supervisor provide information, training and other resources and support regarding the Child Safe Code of Conduct and related documents.



- 5.1.3 All staff (including volunteers and students) are formally inducted. They are given copies of/access to, review, understand and formally agree to uphold this Child Safe Code of Conduct and related documents.
- 5.1.4 The approved provider runs a professional development program (Complispace) for each staff member, which covers this Code.
- 5.1.5 The approved provider and nominated supervisor monitor the Child Safe Code of Conduct and staff practices to ensure our staff are understand and uphold the Code The approved provider and nominated supervisor monitor and audit staff practices. They address non-compliance. Breaches are taken seriously.
- 5.1.6 Families know they can access our Child Safe Code of Conduct and related documents by requesting a copy from the nominated supervisor or reading a copy on our Web site or in the Policy folder located in the gallery.
- 5.1.7 Families are notified in line with our obligations under the National Regulations when changes are made to our policies and procedures, including this Child Safe Code of Conduct.

6 Related Documents

6.1 Key Policies

Child Protection Policy | Child Safe Environment Policy | Child Safe Risk Management Plan | Recruitment, Induction and Training Policy | Complaint Handling Policy | Excursions Policy | Family Violence Safety Policy (VIC) | Tobacco, drug and Alcohol-Free Environment Policy | Safe Arrival of Children Policy | Transport Policy | Sleep, Rest and Relaxation Policy | Managing Emergencies and Evacuations Policy | Incident, Injury, Trauma and Illness Policy | ECEC Code of Ethics | Physical Environment Policy | Educator and Management Policy | Staffing Arrangement Policy | Social Media Policy | Technology and Device Use Policy | Photography and Video Policy | Work Health and Safety Policy | Relationships with Children Policy | Orientation for Children Policy | Parental Interaction and Involvement Policy | Governance Policy | Privacy and Confidentiality Policy | Delivery and Collection of Children Policy | Lock Up Policy | Collection and Delivery of Children Policy

6.2 Procedures / Plans

Complaint Handling Procedure (in Complaint Handling Policy) | Child Protection Procedures (in Child Protection Policy)

6.3 Templates / Resources

Incident, Injury, Trauma and Illness Record template (in Incident, Injury, Trauma and Illness Record Policy)
Recording disclosures of harm/risk of harm template (in Child Protection Policy),
Recording suspicions of harm/risk of harm template (in Child Protection Policy)
Child Safety and Wellbeing Breach – Incident Report Form (in Child Protection Policy)
List of indicators of harm (in Child Protection Policy)
Child protection reporting summary (in Child Protection Policy)
Centre Support resources available on Karla Resources at centresupport.com.au

7 Authorisation

ELC Document Name	Child Safe Code of Conduct	
Name of Reviewer: Approved Provider	Principal Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	13 September 2024	

8 History

Date	Amendment
January 2023	1. School Child Safe Code of Conduct in place
July 2024	2. New ELC Child Safe Code of Conduct implemented to replace the School's.
September 2024	<ul style="list-style-type: none"> • Minor updates – see highlighting within the Policy • Updated to include reference to the new National Model Code • Privacy Act in legislation table made to apply to all services • Updated policy titles in Related Policies section 3.

9 Appendix A: Child Safe Code of Conduct

9.1 Commitment to Child Safety and Wellbeing

Bacchus Marsh Grammar Early Learning Centre

Child Safety Commitment Statement

Bacchus Marsh Grammar Early Learning Centre is committed to the safety and well-being of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our Service is committed to implementing and abiding by our Child Safe Policy based on Child Safe Standards in Victoria (2022), accentuating our zero tolerance for child abuse and raising awareness about the importance of child safety in our Service and the community. We are dedicated to protecting children from abuse and neglect and promoting a child-safe environment, maintaining children’s well-being.

We adhere to our comprehensive Child Protection Policy, following our mandatory reporting responsibilities to protect children from physical, sexual, emotional, and psychological abuse and neglect.

We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and providing a safe environment for children with a disability. We are committed to ongoing professional development for employees to maintain their ability to distinguish and respond to situations of abuse and neglect, ensuring employees are responsive to their responsibilities in keeping children safe.

We work in collaboration with the United Nations Convention on the Rights of the Child and have confidence in educating children about their right to be safe. At Bacchus Marsh Grammar Early Learning Centre, we know that children learn best when they feel safe and are safe. We believe in teaching children what to do if they feel unsafe and encouraging them to express their views and thoughts on matters that directly affect them. As educators, we listen to and empower children to act on any concerns they or others may raise, which is reflected in our policies and procedures for keeping children safe

I WILL:

Follow the law and our policies and procedures:

Act in line with all relevant laws and regulations

Act in line with all of our policies and procedures, including our [Child Safe Environment Policy](#) and those that cover supervision practices, interactions with and between children, child protection, discrimination, bullying and harassment, communication (including online), technology use, photography, privacy and record keeping

Report and act on suspected or observed breaches of this [Child Safe Code of Conduct](#)

Take harm and the risk of harm to a child, including sexual misconduct, seriously:

I WILL:

Put children's safety, health and wellbeing first at all times, remembering my duty of care to take all reasonable steps to protect children from hazards and harm and the risks of harm,

Identify, report and manage risk of harm to children in line with our [Child Safe Risk Management Plan](#) and our other risk assessments, policies and procedures

Not tolerate bullying or harassment

Be aware of current child protection laws and my obligations under them, and undertake all the child safety/protection training I need

Take a child seriously if they make a disclosure about harm or risk of harm concerning themselves or another child

Respond to suspicions, beliefs, disclosures, incidents, allegations, concerns and complaints about child safety, including harm or the risk of harm, following the relevant policy and procedure, including our [Child Safe Environment Policy](#), [Child Protection Policy and Procedures](#) and [Complaint Handling Policy and Procedure](#)

Meet my child protection reporting obligations following our [Child Protection Policy and Procedures](#), including mandatory reporting, and reporting criminal conduct, allegations of sexual misconduct, allegations of reportable conduct

Manage allegations of a child exhibiting harmful sexual behaviour in line with our [Child Protection Policy and Procedures](#)

Keep all information about child protection concerns confidential, except when it must be disclosed by law to a relevant authority under information sharing laws (as described in our [Child Protection Policy and Procedures](#))

Treat children with respect:

Uphold the rights of children, and empower children to know and exercise their rights

Listen to and value children's ideas and opinions

Involve children (and their families and communities) in making decisions about matters that concern them

Behave in a courteous, ethical and respectful way towards children and their families and other staff members

Use positive behaviour management

Communicate in a polite and respectful way in written material (e.g. emails, social media)

Communicate in ways children (and their families and communities) can understand

Use non-intrusive physical contact with a child when it is warranted, such as to soothe, build trusting relationships, demonstrate learning, treat or prevent an injury, and to meet the health and hygiene needs of a child or the needs of a child with disability

Act professionally around children:

Dress in clean and suitable clothing and in line with our Dress Code

Be a positive team member and not allow any personal differences I have with other staff members get in the way of my meeting the needs of the children (and their family) in our care

Report any actual or perceived conflicts of interest to the nominated supervisor (such as an outside relationship with a child in our care)

Maintain proper supervision of children:

Strictly follow our supervision procedures and our policies and procedures, including during high-risk activities e.g., during the delivery and collection of children, travel between services, excursions, transport, nappy changing and toileting, water-play, special events with visitors etc.

Raise any concerns I have about supervision with the nominated supervisor or approved provider

Work with children in an open and transparent way, so that the other adults know what work I am doing with children

Avoid being alone with a child and try to stay in the line of sight of other staff members when I am working with children

Report to the nominated supervisor any situations in which I or another staff member is alone with a child and out of the line of sight of any other staff members

Use devices, and electronic and online platforms appropriately:

Follow all of our policies and procedures for using electronic devices and online platforms

Only use service-issued devices to take photos or make recordings of children

Keep my personal devices securely stored away from children

Get consent from parents before photographing or recording a child or using their image

Use a professional tone in online communications – social media, emails, other platforms

Only connect with children online in relation to my work and include the child's parent in any electronic communication with a child

I WILL:

Report to the nominated supervisor if a child communicates with me outside of a work-related matter

Contribute to a culturally safe and inclusive environment:

Welcome and celebrate all children (and their families and communities), regardless of their race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, health status, national, ethnic or social origin, culture, property, ability or other status

Acknowledge the histories, cultures, language, traditions, religions, spiritual beliefs, child rearing practices and lifestyle choices of Aboriginal and Torres Strait Islander children and their families

Make reasonable adjustments for children with disability

Take part in discussions and share knowledge about cultural safety with my colleagues

I WILL NOT:

Condone or engage in any activity that harms or risks harming a child:

Including physical, sexual or psychological/emotional abuse; ill-treatment; neglect; sexual grooming; commercial child sexual exploitation; online child sexual abuse; any other unsafe behaviour towards a child

Use corporal punishment, such as smacking or other forms of physical discipline

Use verbal abuse or intimidation, such as yelling and shouting, invading another person's personal space, finger pointing, talking over other people, persistently criticising and/or denigrating people, humiliating, shaming or name calling

Use passive aggressive behaviour, such as deliberately ignoring, isolating or being dismissive of others

Bully or harass, such as threatening to harm, either physically or psychologically

Deliberately prevent a child from forming friendships

Engage in rough physical games with children that could lead to injury

Neglect a child by not giving them adequate supervision, nourishment, water, education or medical care

Condone or engage in any sexual misconduct, including grooming offences, with a child:

Commit any sexual offences in relation to a child in our care, including any sexual act with or towards a child, any sexual touching, voyeurism, recording or distributing intimate images, grooming

Take or distribute explicit or intimate images or recordings of a child, including those in which they are in a state of undress, bathing or using the toilet

Offer a child gifts, food, money, attention or affection in exchange for sexual activities or images or with the intention of making it easier to access the child for sexual activity

Discuss my sexual experiences and preferences with a child or ask a child to share intimate or sexual information about themselves

Use sexual language or gestures in the presence of children

Show children pictures, animations, images or websites of an inappropriate or adult nature

Talk about adult or sexualised topics – including telling adult jokes – around children

Undress in front of, or expose myself to, a child

Undress a child unless it is necessary to do so, and the child is unable to undress themselves

Do personal care tasks that a child can do for themselves, such as toileting

Communicate with a child about romantic, intimate or sexual feelings

Initiate inappropriate and unwarranted touching, such as massages, kisses or unwelcome hugging

Deliberately facilitate situations that unnecessarily result in close physical contact with a child, such as wrestling or tickling

Make negative, overly flattering or sexualised comments about a child's appearance

Flirt with a child

Engage in unprofessional conduct:

Use offensive language, such as swearing, using racial, cultural, homophobic or sexist slurs,

Wear clothes that include offensive language or pictures

Engage in any sexual or intimate acts with anyone while at the service or during work-related activities outside the premises (e.g. excursions, staff development activities)

Form any intimate relationship with a child in our care

I WILL:

Encourage a child to communicate or meet with me in a private setting, or arrange personal contact, including online, with children in our care for any purpose that is not related to our service's activities unless I have prior approval from the nominated supervisor or approved provider and the child's parent/s

Babysit, mentor and/or tutor a child in our care out of work hours unless I have the nominated supervisor or approved provider's prior approval

Develop any special relationships with children that could be seen as favouritism

Accept gifts or benefits from children or their families which **exceed \$30** in value. If this occurs in circumstances where the gift cannot reasonably be refused or returned, I will immediately disclose the gift to the approved provider or nominated supervisor

Accept an offer of money, regardless of the amount, by a child or their family

Offer a child gifts or money in exchange without permission from the approved provider or nominated supervisor

Be alone with a child, including during travel or transport. In the event I do find myself with a child, alone or out of the line of sight of another staff member, I will immediately report this to the nominated supervisor

Misuse technology or behave unprofessionally online:

Use a camera, computer, mobile phone, tablet, or other electronic device in any way that breaches our policies and procedures

Have personal devices capable of taking images or videos (such as cameras, smartphones, tablets, and smartwatches) and personal storage and file transfer media (such as SD cards, USB drives, and cloud storage) in my possession while providing education and care and working directly with children (unless I have been authorised otherwise)

Take or store photographs or recordings of a child on personal devices/online storage for personal use

Take, access, share, store, publish photographs or recordings of a child without the written consent of their parent/s

Have unauthorised contact with a child online

Use private text messages to communicate with a child where open communication is possible

Use an electronic device to exploit or harass a child or their family

Access, retrieve, display, view, forward and/or store offensive obscene, pornographic, threatening, abusive or other inappropriate material in the workplace

Negatively discriminate against a child or their family or a staff member:

Treat a child (or their family or another staff member) unfairly or unfavourably because they have a particular characteristic or belong to a certain group, such as their disability, sex, race, age, gender identity, sexual orientation, age, religious appearance,

Express my personal views about gender, gender identity, sexual orientation, culture, race, religion, or disability in front of children

Condone or participate in unacceptable behaviour relating to alcohol, recreational drugs and cigarettes:

Offer children and young people alcohol, cigarettes, vapes or other drugs

Be affected by alcohol or drugs while I am at work

Smoke or use e-cigarettes at the service, in the carpark, or within 4 metres of the pedestrian entrances/exits from our service

Fail to respond or report harm and the risk of harm to a child, including sexual misconduct:

Ignore or disregard any incidents, suspicions, disclosures or knowledge of harm or risk of harm to a child

Fail to report to the relevant authorities in line with my obligations and our [Child Protection Policy and Procedures](#)

Exaggerate or trivialise harm or risk of harm to children

Disclose personal or sensitive information about a child, including their image, and details of any child protection matters, unless I am authorised to do so

I understand the following types of behaviour may be of concern:

Talking with other adults about hurting a child

Asking a child to keep a secret, including a relationship with an adult



How to report breaches:

Breaches and suspected breaches of our Child Safe Code of Conduct must be reported as soon as practicable

If the breach relates to child protection matter, staff must follow our Child Protection Policy and Procedures

For all other matters, staff must report to the nominated supervisor and/or approved provider either in person, by telephone on 5366 4999 or 5366 4800 or via email woodleaelc@bmg.vic.edu.au or principal@bmg.vic.edu.au

Staff should complete the Child Safety and Wellbeing Breach – Incident Report Form which is available Child Safe Environment Policy in the staff One Drive Policy file or Policy folder in the Gallery.

How breaches will be dealt with:

Breaches and suspected breaches will be taken seriously and dealt with quickly, fairly, transparently and according to our relevant policies and procedures, including our HR/management policies, our Complaint Policy and Procedure and Child Protection Policy and Procedure, where appropriate.

Staff, including volunteers and students, who breach our Code may have disciplinary action taken against them, such as formal warnings, increased supervision, being transferred to another role, or having their employment suspended or terminated.

Reporting requirements:

In Victoria:

- Mandatory reporting laws require us to report reasonable beliefs a child is need of protection because they have suffered or are likely to suffer significant harm as a result of physical injury or sexual abuse and the child’s parents have not, or unlikely to protect, the child
- There are criminal offences relating to failing to disclose information to police about child sexual offenses and failing to protect children against the risk of sexual abuse.
- The Reportable Conduct Scheme requires the approved provider to report allegations of child abuse (and other child-related misconduct) made against their workers and volunteers, irrespective of whether it relates to their employment or activities at the service

Our Child Protection Policy and Procedures detail our legal obligations and set out how to respond to incidents, disclosures and suspicions of harm and risk of harm, and how to make reports to the relevant authorities.

Agreement and signature

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

Name:

Signature:

Date:

