



Child Safe Policy – CODE OF CONDUCT

Approved/effective date	090920
Due for review	090923

Caring for children and young people brings additional responsibilities for staff, volunteers, tutors/leaders and contractors of this organisation of Torquay Community House.

You are responsible for promoting the safety and well-being of children and young people by:

- Adhering to Torquay Community House *Child Safe Policy* at all times and taking all reasonable steps to ensure the safety and protection of children and young people.
- Treating everyone with respect and honesty (this includes staff, volunteers, contractors, tutors/leaders, students, children, young people and parents/guardians/caregivers).
- Remembering to be a positive role model to children and young people in all your conduct with them.
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to carry out their roles well.
- Listening and responding appropriately to the views and concerns of children and young people. Particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activities.
- Reporting allegations, suspected child abuse or neglect to the Coordinator of Torquay Community House as the House's Child Safety Officer, or the chair of the Board of Management and ensure any allegation is reported to the police or Child Protection Services.

- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parents/guardians/caregivers.
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents/guardians/caregivers.

Employees, volunteers, tutors/leaders or contractors must not:

- Engage in rough physical games
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Exhibit behaviours with children which may be construed as unnecessarily physical such as inappropriate sitting on laps.
- Put children in risk of abuse (for example, by locking doors).
- Engage in open discussions of a mature or adult nature in the presence of children (i.e. personal social activities).
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race or sexuality in the presence of children.
- Have contact with a child in any form (for example, written or verbal) without the permission of the parent.
- Have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters).
- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Coordinator of Torquay Community House as the Child Safety Officer.

If you believe a child is at immediate risk of abuse, phone 000

For further information please head over to the Torquay Community House [Child Safe Policy](#)