

# Child Safety Code of Conduct

(1) This Code of Conduct outlines appropriate standards of behaviour by adults towards children (child means persons under the age of 18). All members of La Trobe University (the University) are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, in physical and virtual environments, by:

- a. adhering to University's [Child Safety Policy](#) and upholding the [Child Safety Statement of Commitment](#) at all times;
- b. taking all reasonable steps to protect children from abuse;
- c. treating everyone with respect, including listening to and valuing their ideas and opinions;
- d. welcoming all children and their families and carers and being inclusive;
- e. respecting cultural, religious and political differences and acting in a culturally sensitive way;
- f. listening to children and responding to them appropriately;
- g. complying with our guidelines on physical contact with children;
- h. working with children in an open and transparent way – other adults should always know about the work you are doing with children;
- i. respecting the privacy of children and their families, and only disclosing information to people who have a need to know;
- j. report any immediate risk to children to Victoria Police or [Child Protection](#) with subsequent report to University's [Child Safety Officer](#);
- k. reporting any reportable allegations of child abuse to University's [Child Safety Officer](#) and ensure as quickly as possible that the child(ren) are safe;
- l. encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

(2) Staff and volunteers must not:

- a. seek to use children in any way to meet the needs of adults;
- b. ignore or disregard any concerns, suspicions or disclosures of child abuse;
- c. use prejudice, oppressive behaviour or inappropriate language with or in presence children;
- d. engage in rough physical games;
- e. discriminate on the basis of age, disability, gender, race, culture, vulnerability or sexuality;
- f. initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes;
- g. develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention;
- h. exchange personal contact details such as phone number, social networking site or email addresses with children;
- i. have unauthorised physical or virtual contact with children;
- j. engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);

- k. take unauthorised photos or use personal devices to take authorised photos of children;
- l. fail to report to the University's Child Safety Officer, any person who has breached this Code of Conduct in any way.

(3) By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to University's [Child Safety Officer](#).

(4) Child Care Centre educators must also report to the Centre's Child Safety Officer, who will report to the University's [Child Safety Officer](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	25th May 2021
<b>Review Date</b>	20th May 2024
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	20th May 2021
<b>Expiry Date</b>	Not Applicable
<b>Responsible Policy Officer</b>	Stacey Conlin Director, Risk Management
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