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## **CRASHENDO! East Gippsland** **Child Safety Code of Conduct:**

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in the activities of **CRASHENDO! East Gippsland** and includes tutors, committee, volunteers and parents.

All **CRASHENDO! East Gippsland** staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

**CRASHENDO! East Gippsland** staff and volunteers **MUST NOT:**

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- 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
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to CRASHENDO! East Gippsland Child Safety Person, Andrea Fail through the Crashendo coordinator 0455 872 296 or crashendo.bairnsdale@gmail.com

This Code of Conduct will be reviewed by **CRASHENDO! East Gippsland** annually.

I have read this Code of Conduct and agree to abide by it at all times.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

**CRASHENDO!Bairnsdale Committee Member**

Name:

Signature:

Role:

Date:

**Reporting a child safety concern or complaint**

CRASHENDO! East Gippsland has appointed Andrea Fail as Child Safety Person with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. Andrea Fail can be contacted **through the Crashendo coordinator 0455 872 296 or crashendo.bairnsdale@gmail.com**

**Social Media Use**

**CRASHENDO! East Gippsland** These guidelines are in addition to the Association's Cyber Safety Policy.

- a. No adult in a role working with children, should engage in individual social friendships with children from CRASHENDO! Bairnsdale's activities, on personal social media sites.

- b. **Multiple adults, including Social Media Officer, Child Safety Officer, President or Music Coordinator, should be part of the contact list and included in any social media communication with children from, or on behalf of the Association, or regarding Association details.**
- c. When setting up a social media platform, an administrator should be appointed as well as the Child Safety Officer, as someone who will check on the status of posts and comments.
- d. Confidentiality is important, permission must be obtained from parents for any use of a child's name or photo to be used in any postings, this is particularly important in case of any custody issues or privacy required. This will be done via enrolment forms, or via other written permissions.

### **Risk Management**

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, **adults to whom this policy applies should avoid direct, unsupervised contact with children.** For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when tutoring or managing children.

### **Reviewing this policy**

This policy will be reviewed annually and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in CRASHENDO! Bairnsdale.