



Children and Vulnerable Persons Code of Conduct

<i>Responsible Officer/s</i>	Director of Commercial and Community Human Resources Officer
<i>Relevant Legislation / Documents</i>	Children and Young People (Safety) Act 2017 (SA) Children and Young People (Safety) Regulations 2017 (SA) Child Safety (Prohibited Persons) Act 2016 (SA) Child Safety (Prohibited Persons) Regulations 2019 (SA) Australian Human Rights Commission Children and Vulnerable Person Policy Criminal History Clearance Procedure (includes working with children) Staff Performance Management Procedure
<i>Adopted</i>	September 2009
<i>Reviewed</i>	August 2021
<i>Next Review</i>	August 2026 (every 5 years)

A. Purpose

Council is committed to ensuring that children, young and vulnerable people are treated with respect, fairness and dignity within a welcoming and supportive environment that is free from all types of harm and risk of harm and inappropriate behaviour.

This Code of Conduct has been drafted in accordance with the *South Australian Children and Young People (Safety) Act 2017*, *Australian Human Rights Commission* and The District Council of Loxton Waikerie's *Children and Vulnerable Persons Policy*.

B. Objective

All elected members, employees, trainees, volunteers, contractors, consultants and any other persons engaged to provide any service wholly or partly to children on behalf of Council are required to comply with this Code of Conduct, as well as children, young people, parents and carers who access Council services.

The standards in this Code of Conduct are consistent with those established by the Australian Government, National Human Rights Commission.

This Code of Conduct does not cover every situation – however, the values, ethics and standards it implies are a reference point to help make decisions relating to situations not referred to in this Code of Conduct. It sets out the minimum standards of behaviour expected during any interactions with children and young people in accessing Council services.

Council's Director of Commercial and Community Services and the Human Resources Officer can be contacted for further information relating to the application of this Code of Conduct or the Children and Vulnerable Persons Policy.

C. Declaration

1. I will:

- Act in accordance with the District Council of Loxton Waikerie child safety and wellbeing policies and procedures at all times
- Behave respectfully, courteously and ethically towards children, vulnerable persons and their families and towards other staff
- Listen and respond to the views and concerns of children and vulnerable persons in particularly if they communicate (verbally or non-verbally that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in the District Council of Loxton Waikerie
- Demonstrate appropriate personal and professional boundaries
- Consider and respect the diverse backgrounds and needs of children and vulnerable persons
- Create an environment that promotes and enables children and vulnerable persons participation and is welcoming, culturally safe and inclusive for all children and their families
- Contribute, where appropriate, to the District Council of Loxton Waikerie's policies, discussions, learning and reviews about child safety and wellbeing
- Identify and mitigate risks to children and vulnerable persons safety and wellbeing as required by the District Council of Loxton Waikerie risk assessment and management policy or process
- Respond to any concerns or complaints of child or vulnerable persons harm or risk of harm promptly and in line with the District Council of Loxton Waikerie's Children and Vulnerable Persons policy for mandatory reporting
- Report all suspected or disclosed children or vulnerable persons harm or risk of harm as required by the District Council of Loxton Waikerie Children and Vulnerable Persons policy on internal and external reporting

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- Comply with the District Council of Loxton Waikerie's protocols on communicating with children and vulnerable persons
- Comply with relevant legislation and the District Council of Loxton Waikerie's Records Management Policy on record keeping and information sharing.

2. I will not:

- Engage in any unlawful activity with or in relation to a child or vulnerable person
- Engage in any activity that is likely to physically, sexually or emotionally, harm a child or vulnerable person
- Unlawfully discriminate against any child, vulnerable person or their family members
- Be alone with a child or vulnerable person
- Arrange personal contact, including online contact, with children or vulnerable persons I am working with for a purpose unrelated to the District Council of Loxton Waikerie's activities
- Disclose personal or sensitive information about a child or vulnerable person including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by the District Council of Loxton Waikerie's policy on reporting
- Use inappropriate language in the presence of children or vulnerable persons, or show or provide them with access to inappropriate images or material
- Work with children or vulnerable persons while under the influence of alcohol or prohibited drugs
- Ignore or disregard any suspected or disclosed child or vulnerable persons harm or risk of harm.

3. If I believe this Code of Conduct has been breached by another person in the District Council of Loxton Waikerie I will:

- Act to prioritise the best interests of children and vulnerable persons
- Take actions promptly to ensure that children and vulnerable persons are safe
- Promptly report any concerns to my manager, Director, Chief Executive Officer or the Human Resources Officer
- Follow the District Council's policies and procedures for responding to complaints and concerns
- Comply with legislative requirements on reporting if relevant, and with the District Council of Loxton Waikerie's policy on internal and external reporting

D. Information and Reporting

Child Abuse Report Line (CARL) phone 131 478 or online notifications through e-CARL at <https://www.childprotections.sa.gov.au>

E. Availability

The Children and Vulnerable Persons Code of Conduct will be mandatory for all employees, trainees and volunteers in conjunction with the Children and Vulnerable Persons Policy at the District Council of Loxton Waikerie.

Copies of this Code of Conduct are available from Councils Records Management System.

F. Agreement

1. I agree to abide by this Code of Conduct during my agreement with the District Council of Loxton Waikerie. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my agreement with the District Council of Loxton Waikerie.

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Signature

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Full Name

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Date

G. Document history and version control

Date	Version	Authorisation: Council: Committee: Senior Management Team (SMT)	Amendment Details
18/09/2009	1.0	Council: meeting of 18 September 2009	First version
17/09/2010	2.0	Council: meeting of 17 September 2010	Child Protection Act amended 2006 and the application of the code to Elected Members
17/02/2012	2.1	Council: meeting of 17 February 2012	Child Protection Act amended 2009, code amended to reflect the standards established by Dept for Families and Communities
15/02/2013	2.2	Council: meeting of 15 February 2013	Review period amended to that of every 2 years
18/12/2015	2.3	Council: meeting of 18 December 2015	Notes the availability of on-line reporting
15/09/2017	2.4	Council: meeting of 15 September 2017	Proposed change notes changes to departmental responsibility, addition of document and version control protocols
August 2021	3.0	Council: meeting of April 2021	New Children and Vulnerable Persons Code of Conduct replacing the Child Safe Environments – Code of Conduct as recommended by the Australian Human Rights Commission – Australian Government