

## Child Safe Adult Code of Conduct

The Child Safe Adult Code of Conduct outlines appropriate standards of behaviour for all adults in the Concordia Kindergarten environment towards children. It serves to protect children, reduce any opportunities for abuse, risk of harm or harm to children to occur, and promote child safety in the kindergarten environment. It provides guidance on how to best support children and how to avoid or better manage difficult situations.

**It is the Concordia Kindertagens' policy that any breach of the Child Safe Adult Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.**

For more information, refer to [Procedures for Responding to and Reporting Child Safety Incidents or Concerns](#).

The Concordia Kindergarten reviews the Child Safe Adult Code of Conduct annually. The sites Governing Council has endorsed the Child Safe Adult Code of Conduct. The Child Safe Adult Code of Conduct is published on our public website.

Our Child Safe Program also includes a [Staff and Student Professional Boundaries Policy](#) that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between children and adults at Concordia Kindergarten.

### Scope

The Child Safe Adult Code of Conduct applies to:

- the Director and the Concordia Kindergarten Management Team
- Governing Council members
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors
- External Education Providers
- teaching students on placement at the Concordia Kindergarten
- parents/carers and other adult family members of children
- Visitors.

***Together referred to as "Concordia Kindergarten" for the purposes of this Code.***

The Child Safe Adult Code of Conduct applies in all Concordia kindergarten environments. Concordia kindergarten environments include both physical and online environments, as well as any environment (including those outside the Concordia Kindergarten grounds) where Concordia kindergarten-related activities are occurring.

## Concordia Kindergartens' Child Safe Adult Code of Conduct

Each adult member of the Concordia kindergarten is responsible for promoting the safety and wellbeing of children by adhering to the following standards of behaviour:

### DO:

- Uphold Concordia kindergartens' Statement of Commitment to Child Safety at all times.
- Comply with applicable guidelines published by the Concordia Kindergarten, such as the Concordia Kindergartens' Staff and Student Professional Boundaries Policy.
- Behave as a positive role model to children.
- Promote the safety, welfare, and wellbeing of children.
- Be vigilant and proactive with regard to child safety and child protection issues.
- Provide age-appropriate supervision for children.
- Treat all members of the Concordia Kindergarten with dignity, respect, sensitivity, and fairness.
- Promote the safety, participation, and empowerment of children with a disability.
- Promote the cultural safety, participation, and empowerment of linguistically and culturally diverse children and Aboriginal and Torres Strait Islander children.
- Use positive and affirming language toward children.
- Encourage children to 'have a say' and then listen to them with respect.
- Respect cultural, religious, and political differences.
- Help provide an open, safe, and supportive environment for all children to interact and socialise.
- Intervene when children are engaging in bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Safe Adult Code of Conduct (for more information, refer to **Report Any Concerns**, below).
- Report concerns about child safety externally to the Department for Child Protection (DPC) and Police as required by law, and internally to one of the kindergartens Child Safety Officers.
- Where an allegation of harm to a child is made, ensure as quickly as possible that the child involved is safe.
- Call the Police on 000 if you have immediate concerns for a child's safety.
- Respect the privacy of children and their families and only disclose information to people who have a need to know.

### DO NOT:

- Engage in any form of inappropriate behaviour towards children or expose children to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with children.
- Express personal views on cultures, race, or sexuality in the presence of children or discriminate against any child based on culture, race, ethnicity, or disability.

- Engage in open discussions of an adult nature in the presence of children.
- Engage in any form of sexual conduct with a child including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a child including inappropriately rough physical play.
- Use physical means (other than as expressly outlined in the **Restraint of Students** policy) or corporal punishment to discipline or control a child.
- Engage in any form of behaviour that has the potential to cause a child serious emotional or psychological harm.
- Develop 'special relationships' with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children).
- Engage in undisclosed private meetings with a child who is not your own child.
- Engage in inappropriate personal communications with a child through any medium, including online.
- Engage in meetings with a child who is not your child, outside of school hours and without permission from the child's parent/carer.
- Take or publish (including online) photos, movies, or recordings of a child without parental/carer consent.
- Post identifying information about a child online unless it is necessary for the school's activities, or you have consent from the child and/or their parents/carers. Identifying information includes things such as the child's: full name, age, e-mail address, telephone number, residence, school or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed harm to a child.

## **Agreement to Child Safe Adult Code of Conduct**

A copy of the Child Safe Adult Code of Conduct is provided to all Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction, or otherwise prior to them commencing work at Concordia Kindergarten. It is also communicated via refresher training at regular intervals for all Staff, as well as Direct Contact and Regular Volunteers and Direct Contact Contractors.

All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Adult Code of Conduct prior to commencing work at Concordia Kindergarten.

The Child Safe Adult Code of Conduct forms part of the contract between Concordia Kindergarten and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safe Adult Code of Conduct on signing the contract or on commencing work at Concordia Kindergarten.

A copy of the Child Safe Adult Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Adult Code of Conduct on enrolment.

## Consequences for Breaching the Child Safe Adult Code of Conduct

Staff, including the Management Team and Director, Volunteers and Contractors who breach the Child Safe Adult Code of Conduct may be subject to disciplinary actions that could include (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternative role
- suspension or
- in the case of serious breaches, termination of employment, contract, or engagement.

Where any other member of Concordia Kindergarten breaches any obligation, duty or responsibility within our Child Safe Adult Code of Conduct, Concordia Kindergarten will take appropriate action.

## Report Any Concerns

**Any person, including Staff, Volunteers, Contractors, parents/carers and children, can at any time report a reasonable suspicion about harm to a child or young person directly to the Department for Child Protection (DCP) using the Child Abuse Report Line (CARL) on 13 14 78 or online at <https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>.**

**Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.**

**All Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors** who witness, or suspect, any breach of the Child Safe Adult Code of Conduct that rises to the level of a reasonable suspicion about harm or risk of harm to children **must** report their concern to CARL. They **must** also report externally to Police if required.

It is Concordia Kindergartens' policy that all breaches of the Child Safe Adult Code of Conduct, including those that do not require external reporting, are a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of the Child Safe Adult Code of Conduct must also report their concern internally to a Child Safety Officer.

Our Child Safe Program includes information for Concordia Kindergartens' Management Team, Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors about how to identify key indicators of harm to children and young people and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our [Procedures for Responding to and Reporting Child Safety Incidents or Concerns](#).

Children are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at Concordia Kindergarten including breaches of the Child Safe Adult Code of Conduct. These include by contacting CARL and/or by reporting internally to the Learning Community via informal and formal ways, an ‘anonymous’ way, and external child advocacy or child safety organisations. For more information, refer to our [Child Safe Complaints Management](#).

**Parents/carers, family members or other community members** who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the Concordia kindergarten may be subject to harm from a member of Staff, a Volunteer, or a Contractor, can contact CARL and/or:

- the kindergartens’ Senior Child Safety Officers, which are the Directors of each respective school (contact details in table below), or
- if the concern relates to the Director, the deputy Child Safety Officer

Communications will be treated confidentially on a ‘need to know basis’.

**Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.**

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