



CHILD SAFE CODE OF CONDUCT

Purpose

Hobart PCYC is committed to creating and maintaining an environment that promotes the safety of all children. This includes encouraging a culture where the prevention and reporting of abuse is supported and encouraged.

All staff and volunteers are responsible for promoting the safety, wellbeing and empowerment of children. This Code of Conduct (the Code) sets expectations for how adults in our club should behave around children. This is important to help prevent children from being harmed. Child abuse takes many forms and can include physical, sexual and psychological abuse, ill-treatment and neglect.

Our Child and Youth Safety and Wellness Policy provides more information about these different types of abuse. This Code identifies positive child safe behaviours that we encourage all adults to support. It also identifies behaviours that we consider unacceptable.

Engaging in unacceptable behaviour is a breach of this Code and may result in managerial or disciplinary action. Some examples of concerning behaviours are also provided below.

The purpose of the Code is to outline the behavioural expectations of Hobart PCYC for all stakeholders in their interaction with children and young people, and to stipulate the consequences for any breach of this Code.

The Code is based on the ten National Principles for Child Safe Organisations. These principles collectively support advocacy for child safety and wellbeing and prevent harm to children and young people.

Developing and implementing this Code is a key means of addressing these principles. As such the Code reflects the highest standards of practice in the environments in which our stakeholders engage with children and young people.

The Code incorporates and aligns with requirements of the Child and Youth Safe Organisations Act 2023.

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Scope

This Code is applicable for all Hobart PCYC employees, members, contractors, and volunteers (referred to as 'stakeholders' for the duration of this document).

All people aged under 18 in Australia are considered to be children, and for the purposes of this document, they will be referred to as 'children and young people'.

This Code should be read in conjunction with Hobart PCYC's Member Protection, Grievance and Safeguarding Children Policies and all other relevant policies and procedures.

Commitment to Child Safety

Hobart PCYC has zero-tolerance for the abuse and neglect of children and young people and is committed to creating a child safe environment where all children associated with the organisation are protected from harm. This will be achieved through policy and procedure education and training, identifying child safety risks, and taking swift action to respond to, and report child safety concerns.

Hobart PCYC is committed to diversity and social inclusion, and it is expected that each stakeholder will act with intent to empower and engage children and young people in context to their roles and responsibilities within the organisation. This is to ensure that children and young people associated with Hobart PCYC are given an opportunity to express their concerns and opinions and have a voice.

Hobart PCYC promotes the empowerment, participation and cultural safety of Aboriginal children and young people from culturally and linguistically diverse backgrounds, children and young people living with disability, children and young people who identify as LGBTIQ+ and those who are unable to live at home.

All stakeholders at Hobart PCYC have a responsibility to understand their important role individually and collectively in ensuring that children and young people are provided with a safe and supportive environment where they can thrive in their learning experiences and fulfill their potential.

Roles and Responsibilities

Committee Members

- Ensure that a Code is prepared that specifies in relation to all persons employed or engaged in relation to Hobart PCYC:
 - The expected behaviours when interacting with Hobart PCYC, children and young people.

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- Behaviours that are unacceptable when interacting with Hobart PCYC, children and young people.
- Ensure that there are systems and structures in place within the organisation to implement and monitor the effectiveness of this Code.
- Ensure governance arrangements and relevant policies are appropriate, relevant, understood and regularly reviewed, in accordance with organisational processes.
- Ensure the Child Safe Code of Conduct is published on the Hobart PCYC website whilst it remains in force.
- Implement systems, structures and training within the organisation to employ and monitor the effectiveness of this Code.
- Implement governance arrangements and policies that are appropriate, relevant, understood and regularly reviewed, in accordance with organisational processes.
- Ensure the overall welfare and wellbeing of children and young people (duty of care).
- Manage non-adherence to this Code.
- Provide timely reporting of breaches of this Code to the Committee.
- Report major breaches of this Code out-of-session.

General Manager and Staff

- Implement systems, structures and training within the organisation to employ and monitor the effectiveness of this Code.
- Implement governance arrangements and policies that are appropriate, relevant, understood and regularly reviewed, in accordance with organisational processes.
- Ensure the overall welfare and wellbeing of children and young people (duty of care).
- Manage non-adherence to this Code.
- Provide six-monthly reporting of breaches of this Code to the Management Committee.
- Report major breaches of this Code out-of-session.

All Stakeholders (Including Committee members, employees, volunteers, club members, contractors, visitors or any other person engaged in Hobart PCYC related activities)

- Understand and adhere to the obligations of this Code.
- Report any non-adherence to this Code.

Child Safe Code of Conduct

ALL HOBART PCYC STAKEHOLDERS WILL NOT:

- Call the Police if a child is in immediate danger, by phoning 000.

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- ☑ Provide a welcoming, inclusive, and safe environment for children and young people.
- ☑ Take all reasonable steps to protect children and young people from abuse through early identification and mitigation of risks to children's safety, in accordance with relevant Hobart PCYC policy and procedures.
- ☑ Behave respectfully, courteously, and ethically towards children, young people, and their families and towards other staff.
- ☑ Maintain appropriate professional boundaries with children and young people in line with other relevant professional codes of conduct. This includes expectations such as physical contact, the use of social media, language, and when and how it is appropriate to communicate with children and young people.
- ☑ Support children and young people to speak up, participate in consultation processes and to provide feedback in relation to decisions and activities.
- ☑ Listen to and empower children and young people who encounter Hobart PCYC and support them to fulfil their potential.
- ☑ Listen and respond to the views and concerns of children and young people, particularly if they communicate that they or another child/young person do not feel safe or well.
- ☑ Promote the empowerment, participation, and cultural safety of particularly vulnerable children, for example, Aboriginal children and young people, children and young people from culturally and linguistically diverse backgrounds, children and young people living with disability, children and young people who identify as LGBTIQ+, and those who are unable to live at home.
- ☑ Report any allegations of child abuse to the relevant authorities, e.g., Police, Child Protection, as per legislation and internal policy/procedure.
- ☑ Comply with Hobart PCYC policies and procedures on record keeping and information sharing.
- ☑ Lead by example and model appropriate behaviour amongst colleagues and in interactions with children and young people.
- ☑ Welcome parents and carers to participate in decisions about their child's training schedule and any other matters about their safety.
- ☑ Report any conflicts of interest (such as an outside relationship with a child).
- ☑ Adhere to all relevant Australian and Tasmanian legislation and Hobart PCYC's child safe policies and procedures.
- ☑ Participate in training required by Hobart PCYC from time to time.
- ☑ Report and act on any concerns or observed breaches of this Code of Conduct immediately.

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ALL HOBART PCYC STAKEHOLDERS WILL NOT:

- Use hurtful, inappropriate, or discriminatory language when speaking with or in the presence of a child or young person.
- Discriminate against or denigrate any child or young person because of their age, gender identity, sex, race, culture, ethnicity, religion, sexuality, or disability.
- Engage in unnecessary physical contact with a child or young person or do things of a personal nature for them that they can do for themselves.
- Engage in sexual misconduct which includes any sexual activity, exploitation, inappropriate conversations of a sexual nature and grooming.
- Engage in any action that could be considered grooming, including giving unauthorised gifts to individual children, young people, or their families, showing favouritism, or developing friendships with children, young people and/or their families outside service/program hours.
- Be alone with a child or young person unnecessarily.
- Use electronic communication and/or social media (e.g., computer, mobile phone, video or digital camera) to exploit or harass children and young people or to expose them to offensive, sexualised or mature content.
- Photograph or video a child or young person without their consent and the consent of their parent or guardian.
- Disclose personal or sensitive information about a child including images of a child unless the child and their parent or legal guardian consent, or unless required to do so by Hobart PCYC policy and procedure on reporting.
- Use alcohol or illegal drugs or be under the influence of alcohol or illegal drugs whilst on Hobart PCYC premises or during tuition; or use, sell or possess alcohol or illegal drugs whilst on Hobart PCYC premises or during tuition.
- Arrange contact, including online contact with children or young people outside of Hobart PCYC programs and activities.
- Use unacceptable discipline or threats of such discipline.
- Ignore children or young people who raise concerns or disregard any suspicions of child abuse or inappropriate conduct towards children or young people.
- Wait until there is definite proof before acting on an allegation or suspicion of abuse or misconduct.

REPORTABLE CONDUCT

All Hobart PCYC stakeholders will comply with their reporting responsibilities and use the mechanisms for reporting child safety concerns to ensure action is taken on reportable conduct.

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The definition of reportable conduct includes a range of conduct committed against, or in the presence of, children and young people, and is broad. [Information Sheet – Reportable Conduct](#).

SPECIFIC PROGRAM AND SERVICE DELIVERY AREAS:

Camping and/or overnight stays

Throughout their engagement with Hobart PCYC, young people aged under 18 years may participate in camps and day/overnight trips as part of their training that must be undertaken in compliance with Hobart PCYC's Excursion Policy

Hobart PCYC stakeholders are expected to:

- Plan all overnight stays and camps in accordance with relevant Hobart PCYC policies and procedures.
- Obtain written parental/guardian approval prior to any overnight stay and ensure the parent/guardian and child or young person are provided with details of location, activities, sleeping arrangements and supervision.
- Be aware of their responsibilities regarding child safety and consider a 'buddy' system of support where a trip leader and/or responsible adult helps to support the young person under 18.
- Provide safe sleeping arrangements by considering age and gender if the child or young person will be sharing a room.
- Identify any risks prior to the event (e.g., the consumption of alcohol and access to 18+ venues), develop a risk mitigation plan, and ensure that this is communicated to all parties.
- Ensure that young people under eighteen can contact their parent/guardian for support if required and that they are aware of key stakeholders present from whom they can seek support.

Transportation

Hobart PCYC stakeholders are expected to:

- Never transport children and young people in their private vehicle.
- Obtain written parental/guardian consent before transporting children in a work vehicle, and communicate the purpose of the transport, pick up and drop off times, and locations to the parent/guardian.
- Be aware of the risks of children and young people using public transportation. If an event/trip/excursion requires the use of public transportation, the stakeholder must provide adequate supervision.

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Use of electronic communications and online behaviour

Hobart PCYC stakeholders are expected to:

- Comply with Hobart PCYC's Social Media Policy and engage only in authorised contact with children and young people using Hobart PCYC email addresses, digital learning platforms and/or social media accounts developed for the purposes of Hobart PCYC activities.
- Ensure that any other interaction with children and young people online is for the purposes of their safety or education, i.e., private messaging platforms are only to be used for group conversations strictly within Hobart PCYC context such as camps, or trips.
- Consider any risks associated with online contact and identify appropriate mitigation strategies.
- Obtain written parental/guardian consent prior to recording an online class/activity where a participant is under the age of eighteen.

Breaches of this Code

Allegations in relation to breaches of this Code will be investigated in accordance with the Hobart PCYC Member Protection, Safeguarding Children and Grievance Policies.

If an investigation finds a stakeholder has breached the Code, Hobart PCYC can take one or more of the following actions in respect of the stakeholder:

- Direct that the stakeholder undergoes counselling as specified by Hobart PCYC.
- Notify the Registrar, within the meaning of the *Registration to Work with Vulnerable People Act 2013*, in respect of the breach.
- refer the matter to Tasmania Police.
- Stakeholders who breach this Code of Conduct may also be subject to disciplinary action. This can include increased supervision, appointment to an alternative role, suspension or termination from the organisation.

(Nothing in the above mentioned prevents the MPIO or General Manager from sharing reportable conduct information within the requirements and meaning of the *Child and Youth Safe Organisations Act 2023*)

Reporting Responsibilities and Mechanisms for Reporting Child Safety Concerns

All stakeholders are encouraged to speak up if they have concerns about the safety of children. Complaints about a breach of this Code of Conduct must be reported to any of the following:

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Hobart PCYC Member Protection Information Officer

Constable Steven Fry

M: 0407 050 165

Email: mpio@hobartpcyc.org.au

Hobart PCYC General Manager

Ms Allison Ritchie

M: 0474 356 640

Email: generalmanager@hobartpcyc.org.au

Hobart PCYC President

Mrs Christina Rose

M: 03 6107 9206

Email: enquiries@hobartpcyc.org.au

If stakeholders believe this Code has been breached by another person in the organisation they will:

- Act promptly to prioritise the safety and best interests of children and young people.
- Immediately report any concern to the Club MPIO, General Manager or Management Committee.
- Comply with all legislative requirements on reporting as follows:
 - Reporting criminal offences to police
 - Where there is a reasonable belief or suspicion that a child is at risk (including cases involving pregnant women and potential harm to the child post-birth) contact the Strong Families Safe Kids Advice and Referral Line on 1800 000 123.
 - As required as an employer of someone who holds a Working with Vulnerable People registration.
 - Report to the Independent Regulator through the Hobart PCYC General Manager within the following deadlines:
 - **Within 3 business days** report reportable conduct to the Independent Regulator in writing and provide basic details such as the worker's name.
 - **Within 30 days:** Hobart PCYC must provide detailed information to the Independent Regulator, including:
 - information about the allegation or conviction
 - whether any actions have been taken (for example, placing a limit on a worker's contact with children)
 - any written submissions.

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- **At the end of the investigation:** Hobart PCYC must provide the following information to the Independent Regulator:
 - findings of the investigation
 - reasons for the findings
 - details of any actions that have been taken as a result.

PLEASE NOTE: An adult in child-related work in an organisation will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so. All adults in Tasmania are required to report information to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused.

Associated Legislation

- [Anti-discrimination Act 1998](#)
- [Australian Human Rights Commission Act 1986](#)
- [Disability Discrimination Act 1992](#)
- [Fair Work Act 2009](#)
- National Principles for Child Safe Organisations
- [Racial Discrimination Act 1975](#)
- [Racial Hatred Act 1995](#)
- [Relationships Act 2003](#)
- [Sex Discrimination Act 1984](#)
- [Work Health and Safety Act 2012 \(Tasmania\)](#)
- [Work Health and Safety Regulations 2012 \(Tasmania\)](#)
- [Child and Youth Safe Organisations Act 2023](#)

Associated Documents

- Child and Youth Safety and Wellbeing Policy
- Employee Handbook
- Grievance Policy
- Member Protection Policy
- Recruitment Policy
- Risk Management Policy
- Safeguarding Children Policy
- Social Media Policy
- Unaccompanied Minors Policy

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Approval

Owner:	Hobart PCYC
Creator:	General Manager
Approver:	Management Committee
Date Approved:	25 June 2024
Date Effective:	1 July 2024
Review Date:	Every 3 years

Version History

Date	Version	Action	Description/Comments
25/6/2024	1.0	Endorsed	New policy

Additional Information and Resources

- [The Child and Youth Safe Organisations Framework \(CYSOF\) information sheet \[PDF\]](#)
- [The Child and Youth Safe Standards information sheet \[PDF\]](#)
- [The Child and Youth Safe Standards poster \[PDF\]](#)
- [The Reportable Conduct Scheme information sheet \[PDF\]](#)
- [Reportable Conduct information sheet \[PDF\]](#)
- [The Independent Regulator information sheet \[PDF\]](#)
- [Keeping Our Kids Safe: Cultural Safety and the National Principles for Child Safe Organisations](#)
- [Resources | Sport Integrity Australia](#)

Support Services

If you need to talk to someone now, immediate support is available from the following organisations:

- Lifeline (24 hours) 131 114
- Beyond Blue 1300 224 636

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- [Beyond Blue Webchat Support Service](#)
- Victims of Crime Service 1300 300 238
- Sexual Assault Support Service (24 hours) 1800 697 877
- Laurel House Northern Tasmania (03) 6334 2740
- Laurel House North-West Tasmania (03) 6431 9711
- Blue Knot Foundation 1300 657 380
- Child Abuse Prevention Services 1800 688 009
- Strong Families, Safe Kids 1800 000 123
- 1800 RESPECT 1800 737 732
- Suicide Call Back Service 1300 659 467
- [Phone and Online Counselling \(suicidecallbackservice.org.au\)](https://suicidecallbackservice.org.au)
- MensLine Australia 1300 789 978
- Relationships Australia Tasmania 1300 364 277

For information on how to keep children safe, who to contact if you need help, as well as information on the signs of sexual abuse and grooming, please see the new Tell Someone website: <https://tellsomeone.tas.gov.au/>.

If a child is in immediate danger, dial 000.

If you need more information, you can: **Call:1800 093 758** between 9.00am and 5.00pm on weekdays (excluding public holidays), or **Email:** keepingchildrensafe@dpac.tas.gov.au.

Stakeholder Agreement

SIGNATURE:

I have read this Code of Conduct and agree to abide by it and its terms.

Name: _____

Signature: _____

Date: _____

Last reviewed: 25 June 2024

Next review date: Every 3 years

Responsible Officer: General Manager