**Child Care Code of Conduct**

All staff, volunteers, Committee of Management members, visitors, tutors, participants and parents of Tongala Community Activities Centre Inc Child Care (TCACC) are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. All personnel of TCACC are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

* Adhering to TCACC child safe policy at all times and upholding our commitment to child safety at all times.
* Taking all reasonable steps to protect children from abuse.
* Treating everyone with respect.
* Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
* Promoting the cultural safety, participation and empowerment of aboriginal children.
* Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds – having a zero tolerance of discrimination.
* Promoting the safety, participation and empowerment of children with a disability.
* Ensuring as far as practicable that adults are not left alone with children.
* Reporting any allegations of child abuse to TCACC staff and ensure, where appropriate, any allegation is reported to the Police or Child Protection.
* If you believe a child is at immediate risk of abuse telephone 000.
* Reporting any child safety concerns to TCACC staff.
* If an allegation of child abuse is made, ensure as quickly as possible that the child/ren are safe.
* Encouraging children to ‘have a say’ ad participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff, tutors and volunteers must not:

* Develop any ‘special’ relationships with children that could be seen as favouritism.
* Exhibit behaviours with children which may not be construed as unnecessarily physical.
* Put children at risk or abuse.
* Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
* Engage is open discussions of a mature adult or adult nature in the presence of children.
* Use inappropriate language in the presence of children.
* Express personal view on cultures, race or sexuality in the presence of children.
* Discriminate against any child, including because of culture, race, ethnicity or disability.
* Have unnecessary online contact with a child or their family.
* Ignore or disregard any suspected or disclosed child abuse.

By observing this Code of Conduct you acknowledge your responsibility to immediately report any breach to the TCAC Coordinator.

I agree to adhere to this Code of Conduct.

Name ………………………………………………………..

Signature ………………………………………………….

Date ………………………………………………………….

***Responsible Officer – TCAC Coordinator***

***Date of approval – 11/02/2019***

***Date of review – 11/02/2021***