

Our commitment to child safe practices

Protecting children is everyone's responsibility

City of Melbourne is committed to being a child safe organisation and has zero tolerance for child abuse. We take the safety of children and young people seriously and expect third parties, such as contractors and grant recipients of City of Melbourne to do the same.

Your commitment to ensure child safety



Reporting

Understand your responsibility to children and ensure people working directly or indirectly with children know how to *recognise, respond and report* any concerns, breaches, incidents or allegations of child abuse.



Safe People

All adults working / in contact with children are *screened, vetted, supervised and equipped* with knowledge, skills and awareness to keep children safe.



Safe Environments

Provide an environment (*physical or online*) that promotes the *safety and wellbeing* of children and young people and protects their privacy and rights.

Your responsibilities

Know the law – it is your responsibility to be aware of the relevant Acts that apply to the services, activities or events you are delivering. This includes;

Child Safe Standards (Child Wellbeing & Safety Act 2005)

Reportable Conduct Scheme (Child Wellbeing & Safety Act 2005)

Working with Children Checks (Worker Screening Act 2020)

Manage risks – create safe environments for children and young people by identifying and understanding child safety risks and take steps to reduce risk.

Understand our policy – City of Melbourne's Child Safety Policy and Organisational Commitment to Child Safety applies to our contractors too. It sets out the principles for how we work to keep children safe when they access and engage in our services.

Follow our **Contractor Child Safe Code of Conduct** – a code of expected behaviours is available to support third parties who *work with children* on behalf of **City of Melbourne**. Breaches of the code of conduct must be reported immediately via the *child safe reporting platform*.



Child Safe Code of Conduct for third parties

All **City of Melbourne** contractors are required to observe and follow our child safe principles and expectations for appropriate behaviour. We've included some **dos** and **don'ts** to support people working with children and young people or providing programs, services, events or activities where children participate.

DO :



ensure interactions with children and young people are relevant to the activity, service or event being delivered



be respectful to children's *needs or concerns* and respond appropriately



treat all children and young people **equally**, regardless of their *gender, culture, race or ability*



take all reasonable steps to **protect** children from abuse



model *professional boundaries* at all times



report all concerns, breaches, incidents or allegations of child abuse to your City of Melbourne Contract Manager or the *Child Safe Advisor*



if an *allegation of abuse or disclosure of abuse* is made, ensure the child or young person is **safe and supported**



use *words, tone of voice, facial expressions and body posture* to communicate respect



set **clear guidelines** for *appropriate behaviour*



create a **safe space** for children and young people to have a say and speak up if they *feel unsafe or worried*



always **seek consent** and ensure the **context** in which you are taking *photos or videos of children and young people* will only be used for purposes relevant



avoid unnecessary *physical contact* and always ask for consent if you need to touch a child or young person (demonstrating an activity or administering first aid)

DON'T :



use language or gestures that are *sexual, threatening, frightening, humiliating or intimidating*



take photos or videos of children unless you have received *written consent*, and it is in scope of the activity, program, service or event you are providing



use your personal device to take photos or videos of children or young people



give personal gifts or special favours to a child or young person



ask or infer that a child should *keep a secret* for you



use language that is *discriminatory, racist or sexist*



force a child or young person to do something *against their will*



use or condone obscene *gestures or pornographic/sexually explicit* material in Council settings



initiate or engage in contact with a child or young person outside the scope of the activity, program, service or event you are providing (*in-person, online or via telephone*)



befriend, follow or engage with a child or young person on **social media**



publish or upload images, video or audio material of a child or young person to any location without parent/ carer and City of Melbourne's **consent**



initiate, allow or request inappropriate **physical contact** with a child or young person



supply alcohol or drugs (including tobacco), or be under the influence of alcohol when supervising children



leave unauthorised adults alone with a child

Reports involving City of Melbourne staff, volunteers, contractors or agency workers must be reported through City of Melbourne's child safe reporting platform.

Periodically, City of Melbourne runs free child safe training for contractors and third parties to support us to be a child safe organisation. Please contact childsafemelbourne.vic.gov.au for more information.

If a child is in immediate danger, call **000**.

