

Child Safe Code of Conduct

Policy Type	Governance Code	Version:	1.0
Responsible Officer	Manager Information Systems & Governance	Date Approved:	16/09/2026
Review Officer:	Director Corporate & Community Services	Review Due:	16/08/2030
Author:	Senior Advisor Governance & Compliance	Commencement:	16/09/2026

1. PURPOSE

To establish the standards of behaviour expected of Council workers when interacting with children and to support Council's obligations under the *Child Safe Organisations Act 2024* (Qld).

2. SCOPE

The Child Safe Code of Conduct (the Code) applies to all Workers (see Definitions). It should be read in conjunction with Council's *Child Safety and Wellbeing Policy* and *Child Safety and Wellbeing Reporting Procedure*.

3. POLICY STATEMENT

Council has zero tolerance for child abuse. We are committed to providing child-safe environments that promote the safety, wellbeing and cultural safety of children.

4. ROLES AND RESPONSIBILITIES

4.1 WORKERS

At all times, workers will act in accordance with the Child Safe Standards by complying with the Code.

Workers must:

- comply with the Code
- treat children with dignity and respect
- maintain professional boundaries
- report concerns about child safety immediately
- when working with children, complete required child safety training
- cooperate with investigations.

4.2 MANAGERS

Managers must:

- model appropriate behaviour
- ensure workers understand the Code
- respond promptly to concerns
- support reporting
- ensure workers complete required training.

5. STANDARDS OF CONDUCT

Council implements the Child Safe Standards through its policies, procedures and practices. Workers support implementation by complying with the Code and all child safety procedures.

Standard 1: Child safety and wellbeing is embedded in organisational leadership, governance, and culture

Standard 2: Children are informed about their rights, participate in decisions affecting them and are taken seriously

Standard 3: Families and communities are informed and involved in promoting child safety and wellbeing

Standard 4: Equity is upheld, and diverse needs respected in policy and practice

Standard 5: People working with children are suitable and supported to reflect child safety and wellbeing values in practice

Standard 6: Processes for complaints and concerns are child-focused

Standard 7: Workers are equipped with the knowledge, skills and awareness to keep children safe, through ongoing education and training

Standard 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children to be harmed

Standard 9: Implementation of the Child Safe Standards is regularly reviewed and improved

Standard 10: Policies and procedures document how the organisation is safe for Children

Council also implements the Universal Principle by promoting and upholding the cultural safety of Aboriginal and Torres Strait Islander children.

6. EXPECTED BEHAVIOUR

Workers will:

- always act in the best interests of children
- treat children fairly, respectfully and inclusively
- promote the cultural safety of Aboriginal and Torres Strait Islander children
- respect diversity and individual needs
- maintain appropriate professional boundaries
- avoid being alone with children where practicable
- communicate appropriately, including online
- listen to children and take concerns seriously
- report concerns immediately

7. UNACCEPTABLE BEHAVIOUR

Workers must not:

- abuse, neglect, bully or intimidate a child
- groom or exploit a child
- engage in sexual conduct with a child
- use discriminatory, racist or degrading language
- ignore or fail to report concerns about child safety

- develop inappropriate personal relationships with children
- communicate with children through personal social media unless authorised
- exchange personal contact details without a legitimate work reason
- use unreasonable physical force
- expose children to inappropriate material.

8. REPORTING

Workers must immediately report any concerns, suspicions, disclosures, allegations or suspected breaches of the Code in accordance with Council's *Child Safety and Wellbeing Reporting Procedure*.

Where there is immediate danger, contact Queensland Police on 000.

9. NON-COMPLIANCE

Failure to comply with the Code may also constitute misconduct and may result in disciplinary action, referral under the Reportable Conduct Scheme or notification to external authorities where required by law.

10. DEFINITIONS

Child/children – means a person or persons under the age of 18 years.

Worker means:

- an employee of the entity
- a volunteer
- a contractor, subcontractor or consultant
- an individual supplied by a provider of labour hire services
- an executive officer of the entity, or another person concerned with the entity's management
- a trainee or person undertaking work experience

11. RELATED DOCUMENTS AND REFERENCES

Child Safe Organisations Act 2024 (Qld)

Child Safety and Wellbeing Policy (MSC)

Child Safety and Wellbeing Reporting Procedure (MSC)

Human Rights Act 2019 (Qld)

Recruitment and Selection Policy (MSC)

12. REVIEW

It is the responsibility of the Manager Information Systems & Governance to monitor the adequacy of this Code and implement and approve appropriate changes. This Code will be formally reviewed every four (4) years or as required by Council.