

## Child Safety Code of Conduct

### Scope and Application

FRV makes a positive difference to the lives of children and young people in the Victorian community through its engagement with and delivery of services.

As a child safe organisation underpinned by strong values, FRV is committed to promoting the safety and wellbeing of children and young people.

This Child Safety Code of Conduct sets out responsibilities and expectations for how FRV personnel should behave with and in the presence of children and young people.

### Actions

This Child Safety Code of Conduct identifies positive child safe behaviours that FRV expects personnel to demonstrate and identifies behaviours that we consider unacceptable and not permitted. These behavioural expectations are designed to safeguard children and young people, but also help to promote and protect the integrity of FRV personnel.

At FRV, child safety is everyone's responsibility. A failure to comply with the behavioural expectations is a breach of the Child Safety Code of Conduct and may result in disciplinary action.

Any breach of this Child Safety Code of Conduct should be reported to your Station Officer, Senior Station Officer, or Manager and FRV's Child Safety Officer.

If you have a child safety complaint or wish to report a child safety concern, you may do so via the FRV Child Safety Officer [childsafetyreport@frv.vic.gov.au](mailto:childsafetyreport@frv.vic.gov.au)

Child Safety Responsibilities	Expected Behaviours
<b>Demonstrate respect</b>	<ul style="list-style-type: none"><li>• Show respect, integrity, and courtesy in your interactions with children, young people, and their families/carers.</li><li>• Use positive, supportive language and tone of voice that is appropriate – name calling, yelling, swearing or use of threatening language toward or in the presence of a child or young person (or online) is unacceptable and is not permitted.</li><li>• Use fair, respectful and age-appropriate strategies to provide direction and guide the behaviour of children and young people.</li></ul>

<p><b>Support inclusion and diversity</b></p>	<ul style="list-style-type: none"> <li>• Provide a welcoming and inclusive environment for all children and young people that is accepting of diversity and does not discriminate based on age, gender, race, culture, religion, physical attributes, disability, or sexuality.</li> <li>• Support children and young people to express their culture and enjoy their cultural rights.</li> <li>• Understand that FRV has a zero tolerance to racism.</li> <li>• Discriminatory, racist, or sexist language is unacceptable in all contexts, including with or in the presence of children or young people or in relation to a child or young person.</li> </ul>
<p><b>Respect physical boundaries</b></p>	<ul style="list-style-type: none"> <li>• Do not engage in intrusive or unnecessary physical contact with a child or young person. Do not make contact with the mouth, groin, genitals, buttocks, and breasts.</li> <li>• Where physical contact is essential for health and safety reasons (e.g., first aid, rescue, assisting onto a fire truck) permission should be sought from the child or young person or relevant adult (if practicable to do).</li> <li>• Do not engage in any forms of physical punishment nor engage in any form of treatment that could be considered degrading, cruel, frightening, or humiliating.</li> <li>• Never engage in violent behaviour toward or in the presence of a child or young person.</li> </ul>

<p><b>Act within the boundaries of your role</b></p> <p>Role boundaries refer to behaviours expected by legal, ethical, and professional standards that help maintain safety in the relationship between adults and children and young people.</p>	<ul style="list-style-type: none"> <li>• Act within your role boundaries by always working with children and young people in an open and transparent manner (do not engage in favouritism, creating special relationships or creating dependence).</li> <li>• Do not make contact with a child or young person or their family beyond the boundaries of your role, e.g. visiting a child’s home for unofficial purposes, “friending” via social media.</li> <li>• Gift giving, requests for financial or material aid should be directed to Station Officer/Senior Station Officer or Manager.</li> <li>• Do not exchange personal contact details with a child or young person such as personal phone number, social networking sites or email address, unless it is necessary for the purposes of FRV activity relevant to your role and then only with parental permission per FRV program guidelines.</li> <li>• Do not provide transportation to a child or young person within the context of your FRV role.</li> </ul>
<p><b>Promote health and safety</b></p>	<ul style="list-style-type: none"> <li>• Ensure that children and young people are appropriately supervised by relevant adults or carers (e.g. teachers, and/or parents in relation to program delivery – it is not within scope of FRV’s role responsibilities).</li> </ul>
<p><b>Encourage participation</b></p>	<ul style="list-style-type: none"> <li>• Encourage children and young people to actively participate in relevant activities.</li> <li>• Provide opportunities for children and young people to “have a say” in relation to decisions that impact their safety and wellbeing.</li> </ul>
<p><b>Respect privacy</b></p>	<ul style="list-style-type: none"> <li>• Respect the privacy of children, young people, and their families by ensuring personal and sensitive information is managed and stored in accordance with <a href="#">FRV’s Privacy Policy</a></li> <li>• Do not disclose personal or sensitive information about a child or young person, unless the child and their parent/carer have provided written consent unless required by law or <a href="#">FRV Child Safety and Wellbeing Policy</a>.</li> </ul>

<p><b>Protect children from all forms of child abuse and harm:</b></p> <ul style="list-style-type: none"> <li>• physical abuse</li> <li>• emotional abuse</li> <li>• sexual abuse (including grooming)</li> <li>• neglect</li> <li>• family violence.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not engage in any behaviour that is detrimental of a child’s wellbeing or can result in actual or potential harm to a child’s physical or mental health, survival, development, or dignity.</li> <li>• Do not participate in one-to-one unsupervised interaction by applying the “never alone” rule and ensure that you are in the line of sight of others. In an online environment ensure that your communications are monitored by other relevant adults or carers e.g., parent, teacher.</li> </ul>
<p><b>Prevent sexual abuse (including grooming)</b></p> <p>Grooming refers to actions deliberately undertaken to befriend and influence a child or young person (and, in some circumstances, members of the child or young person’s family) with the objective of engaging in sexual activity with that child or young person.</p> <p>Some examples of grooming behaviours are - favouritism, excessive attention, gift giving, keeping secrets, connecting privately online, via phone or in person in an unsupervised manner.</p>	<ul style="list-style-type: none"> <li>• Do not engage in any form of sexual activity with or in the presence of a child or young person (in person or online) e.g., fondling, penetration, observing a child or young person in a state of undress, sexualised discussions, jokes of a sexual nature, exposure to nudity or pornography, sexting, soliciting or exchange of inappropriate images.</li> <li>• Do not engage in grooming behaviours and do not ignore possible grooming behaviours by other adults towards children and young people.</li> <li>• If you have information that leads you to reasonably believe that an adult has sexually offended against a child under 16, you must report this to Victoria Police</li> </ul>

## Supporting Document Information

- [POL 040-01 – Child Safety and Wellbeing](#)
- [POL 040-02 – Child Safety and Wellbeing Commitment Statement](#)
- [ORG 010 – Child Safety – Glossary of Terms](#)
- Victorian Child Safe Standards

## Document Information

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