

# » child safe code of conduct

**Ballina Shire Council is committed to  
being a child safe organisation**



## » Our Commitment Statement

Ballina Shire Council is a child safe organisation that supports and promotes the safety, wellbeing and empowerment of children and young people.

Everyone in our community has a role to play in keeping children and young people safe.

Council has a responsibility to ensure our activities and services are carried out in a manner that provides appropriate child safe environments for children and young people. We will educate our staff, raise awareness in our community and consult with children and young people on matters relating to them.

Council has zero tolerance of abuse towards children and young people and supports measures that reduce opportunities for harm as outlined in the Child Safe Standards.

## » Scope

This Child Safety Code of Conduct applies to all Council staff and representatives including:

- council employees (full-time, part-time, casual, temporary and fixed term)
- labour hire employees
- councillors (elected members)
- contractors
- sub-contractors
- volunteers
- work experience participants and
- student placements.

## » What you can report

Any parent or carer, child, community member, Ballina Shire Council employee, volunteer or councillor can report any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of the child safe code of conduct
- general safety or environmental concerns

**call 000 if a child is in  
immediate danger**

## » All Ballina Shire Council staff and representatives **MUST:**

- act as positive role models in their conduct with children and young people.
- ensure the safety of children who access and engage with Ballina Shire Council services.
- ensure the voice of children and young people are heard on community decision matters affecting young people.
- report any allegations of misconduct or concerning behaviour by other Council employees to their supervisor or the Child Safety Officer.
- contact the police if a child is at immediate risk of abuse by calling **000**.
- report any suspicions based on reasonable grounds that a child is at risk if significant harm to their supervisor or the **Child Protection Helpline** on **132 111**.
- ensure a parent or carer of a child is copied into any correspondence they may have with a child or young person.
- seek permission from a parent or carer to post any online content regarding the child or young person.

## » Ballina Shire Council staff and representatives **MUST NOT:**

- engage in behaviours that are a risk to the safety of children.
- photograph or video a child or young person without the consent of the child and their parent/s or guardian/s.
- shame, humiliate, oppress, belittle or degrade children or young people.
- engage in any activity with a child or young person that is likely to physically or emotionally harm them.
- initiate unnecessary physical contact with a child or young person or do things of a personal nature for them that they can do for themselves.
- be alone with a child or young person unnecessarily and for more than a very short time.
- work with children or young people while under the influence of alcohol or illegal drugs.

## » **Actions we will take in response to a breach of the child safety code of conduct:**

Breaches of the Child Safe Code of Conduct by staff will be dealt with as per the Child Safe Reporting Procedure, Code of Conduct or other relevant Council Procedure and it may give rise to disciplinary action up to and including termination of employment.

Failure by a councillor to comply with the standards of conduct prescribed under this code may constitute misconduct for the purposes of the Local Government Act and will be dealt with under the same provisions as the Code of Conduct.

Failure by any other Council representative will be dealt with using the appropriate Council procedure.

## *How to report any child safety concerns...*

Parents, carers, children and community members can make a verbal report face-to-face, by letter, email, telephone call or meeting to any Ballina Shire Council employee.

### **Call 000 (triple zero) if a child is in immediate danger.**

#### **contact us by:**

**email** [council@ballina.nsw.gov.au](mailto:council@ballina.nsw.gov.au)

**web** [ballina.nsw.gov.au](http://ballina.nsw.gov.au)

**phone** 1300 864 444

#### **face-to-face at:**

Customer Service Centre

40 Cherry Street

Ballina NSW 2478

#### **write to:**

Ballina Shire Council

PO Box 450

Ballina NSW 2478

