



***Child Safe  
Code of Conduct  
May 2024***

**Authorisation**

Version	Author	Date	Approved By	Approval Date	Review Date

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# 1 Purpose

Kids in Motion is committed to the safety and wellbeing of all children and young people who participate in its activities and programs. Kids in Motion acknowledges the valuable contribution made by personnel and encourages their active participation in providing a safe, fair and inclusive environment for all children.

This *Child Safe Code of Conduct* ('this Code of Conduct') outlines the minimum standards of behaviour expected from Kids in Motion personnel. It provides clear guidance as to what behaviour is acceptable and unacceptable when interacting with children.

# 2 Scope

This Code of Conduct extends to all aspects of Kids in Motion's child-related activities and programs (including those in the physical and online environments). It applies to everyone involved in the activities of Kids in Motion, whether they are in a paid or unpaid/voluntary capacity, including:

- Kids in Motion staff, including the Director and other contractors
- Coaches and assistant coaches and other personnel participating in classes, holiday programs and birthday parties
- Support personnel, including allied health professionals and carers

*(collectively referred to in this Code of Conduct as 'personnel').*

Prior to commencing work at Kids in Motion, individuals (listed above) must sign this Code of Conduct to acknowledge they have read and understood its contents.

# 3 Terms and Definitions

For the purposes of this Code of Conduct:

**Table 1: Terms and Definitions**

Term	Meaning
<b>CALD</b>	Culturally and Linguistically Diverse.
<b>Child</b>	Refers to a person under the age of 18 years, unless under the law applicable to the child, majority is attained earlier.
<b>Child abuse</b>	Refers to acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child. The forms of child abuse are: <ul style="list-style-type: none"><li>• Physical abuse</li><li>• Sexual abuse</li><li>• Emotional abuse</li><li>• Neglect</li><li>• Exposure to family violence.</li></ul>

<b>Child Safety Officer (CSO)</b>	Refers to the individual appointed by Kids in Motion responsible for matters relating to child safety, including the management of child safety complaints.
<b>Emotional abuse/ Psychological abuse</b>	Refers to inappropriate verbal or symbolic acts by an adult towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability.
<b>Exposure to Family Violence</b>	Refers to any form of abusive behaviour by a person towards another family member. The abuse can be physical, sexual, emotional, psychological, economical, threatening or coercive type behaviour.  It is also a form of abuse when a child is exposed to, hears or witnesses any of the effects of the abusive behaviours.
<b>Neglect</b>	Refers to the failure to provide a child with conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing, such as: <ul style="list-style-type: none"> <li>• Food</li> <li>• Clothing</li> <li>• Shelter</li> <li>• Hygiene</li> <li>• Medical attention, or</li> <li>• Adequate supervision.</li> </ul> Neglectful behaviours are an act of omission, or by wilful choice.
<b>Physical Abuse</b>	Refers to the use of deliberate physical force against a child that intentionally or unintentionally results, or has the likelihood of resulting, in harm.
<b>Sexual Abuse</b>	Refers to when a person exposes a child to, or involves a child in, sexual activity that: <ul style="list-style-type: none"> <li>• The child does not fully comprehend</li> <li>• The child is unable to give informed consent to</li> <li>• The child is not developmentally prepared for, and</li> <li>• Is contrary to acceptable community standards.</li> </ul>
<b>Spectator</b>	Refers to an adult (who is not personnel) who visits the facility, such as a responsible adult who accompanies a child to a Kids in Motion class or program.
<b>Staff</b>	Refers to any person who is employed by Kids in Motion (paid and unpaid).

## 4 Reporting a Breach of the Code of Conduct

Kids in Motion supports an environment where all individuals are encouraged to raise child safety concerns. All concerns or allegations relating to a breach of this Code of Conduct should be reported to the **Child Safety Officer (CSO) – Penelope Tagg**, or another available Kids in Motion staff member.

# Appropriate and Inappropriate Behaviours when Interacting with Children

## 5 Child Safeguarding Responsibilities

Personnel are required to:

- ✓ Comply with the *Child Safety and Wellbeing Policy* and this *Code of Conduct*
- ✓ Report any concerns, allegations, or disclosures of abuse in accordance with the *Child Safe Complaints Handling Procedure*
- ✓ Report breaches of the *Child Safety and Wellbeing Policy* or this *Code of Conduct*
- ✓ Comply with Kids in Motion's *Discipline Policy*
- ✓ Listen and respond appropriately to a child if they raise a safety concern
- ✓ Ensure all children receive equal attention and opportunities, irrespective of their gender, culture, race, or disability
- ✓ Identify and respond appropriately to any incidents of racism
- ✓ Comply with child safe legal obligations as applicable in Victoria.

## 6 Professional Boundaries

Personnel are required to:

- ✓ Demonstrate and uphold Kids in Motion's core values of *Empowerment*, *Excellence*, and *Empathy* when interacting with children
- ✓ Interact and communicate with children within the boundaries of assigned roles and responsibilities (as specified in their job description or employment contract)
- ✓ Be a positive role model for children when interacting with others, including other personnel, spectators and children.

Personnel are prohibited from:

- ✗ Spending time alone with a child outside of Kids in Motion's programs
- ✗ Forming close personal friendships with children outside of Kids in Motion
- ✗ Encouraging a child to keep secrets, such as asking them not to tell their parent/carer about interactions
- ✗ Engaging in unwanted or unwelcome sexual behaviour that would make a child feel offended, humiliated or intimidated
- ✗ Undressing in front of or exposing themselves in any way to a child
- ✗ Engaging in sexual relationships with children at Kids in Motion
- ✗ Accepting invitations to attend private social events with children and/or their families
- ✗ Purchasing gifts or other items for children without prior authorisation from the CSO and the knowledge of parents/carers
- ✗ Providing children with alcohol, drugs, tobacco, or pornography
- ✗ Being under the influence of any alcohol, illicit drugs, medication, or fatigue that may impair their ability to perform their role
- ✗ Allowing bullying to occur between children
- ✗ Giving a child special attention or isolating them from peers to engage in inappropriate behaviour.

## 7 Communication

Personnel are required to:

- ✓ Use clear, direct, and age-appropriate language
- ✓ Listen to and respect what children have to say
- ✓ Provide positive feedback to children relating to their performance
- ✓ Maintain eye contact with the child when they are sharing their views or ideas
- ✓ Use positive language that creates a fun and inclusive environment
- ✓ Maintain a professional and supportive manner when speaking with children
- ✓ Encourage and support positive friendships among children
- ✓ Intervene when negative language or tone is being used by a child, parent, or any other spectator, and emphasise that such behaviour is inappropriate
- ✓ Communicate with children and their families only through authorised Kids in Motion channels e.g. by work email or phone.

Personnel are prohibited from:

- ✗ Using abusive, derogatory, offensive, threatening or sexual language when communicating with a child e.g. calling a child names or making derogatory comments about their appearance
- ✗ Embarrassing, ridiculing or shaming children
- ✗ Using obscene gestures and language
- ✗ Providing negative feedback to children about them as a person
- ✗ Using stereotypes, innuendo or sarcasm when communicating with children
- ✗ Discussing inappropriate adult themes in a child's presence.

## 8 Supervision

Personnel are required to:

- ✓ Supervise children in classes at all times
- ✓ Remain readily accessible, and within the visibility of other Kids in Motion staff when working with children
- ✓ Ensure children are under the supervision of at least 2 Kids in Motion staff members at all times, including in the following circumstances:
  - If a staff member finds that a child under the age of 18 is unsupervised, they should assume responsibility for the child's safety until the parent/carer is located. In this circumstance, the staff member should ensure another staff member is present or that they remain within the visibility of another staff member until the parent is located.
  - If it appears a Kids in Motion staff member will be left alone with just one child at the end of any class, they will ask another staff member to stay until the child is collected.

Personnel are prohibited from:

- ✘ Being alone with children in a direct, unsupervised capacity
- ✘ Allowing a child to go with another parent/carer without the written consent of the authorised parent/carer
- ✘ Taking a child or groups of children to areas where they cannot be observed by another Kids in Motion staff member, or into rooms that can be locked
- ✘ Texting, talking, or browsing on a mobile phone when supervising children
- ✘ Leaving children without supervision.

## 9 Physical Contact

Personnel are required to:

- ✓ Seek consent from a child before engaging in any physical contact, including prior to demonstrating an activity
- ✓ Explain to the child why physical contact is required
- ✓ Ensure any physical contact is appropriate to the situation, and necessary to assist the child in the development of a particular skill
- ✓ Use verbal directions rather than touch, e.g. ask a child to move in a certain way as opposed to physically placing the child in the required position
- ✓ Use non-intrusive touch to comfort a child who is upset or to encourage a child to participate, e.g. handshake or pat on the back/upper arm
- ✓ Respect and respond to signs that a child is uncomfortable with physical contact
- ✓ Only use drills to develop a child's fitness, not as a punishment
- ✓ Immediately report any physical contact initiated by the child that is inappropriate (e.g. sexualised and/or aggressive) to the CSO or another member of the Leadership Team.

***Please note*** physical contact is appropriate in situations where a child's safety or life is at risk, e.g. if required to provide first aid, treat an injury or attend to a child in an emergency situation.

Personnel are prohibited from:

- ✘ Engaging in acts that are of a personal nature with a child, such as changing clothes and going to the bathroom, when they can do so independently
- ✘ Touching a child in areas of a sexual nature such as the breasts, buttocks or genitals
- ✘ Using intrusive forms of discipline such as smacking, hitting, slapping or kicking
- ✘ Permitting a child to smack or hit another child
- ✘ Initiating, permitting or requesting unacceptable physical contact with a child, e.g. hugging, massages or kisses
- ✘ Creating situations that result in unnecessarily close physical contact with a child, e.g. tickling
- ✘ Threatening to hurt a child through words or gestures
- ✘ Using aggressive force against a child.

## 10 Use of Toilets / Changerooms

Kids in Motion adopts the following guidelines in relation to the use of toilets to ensure the safety of children:

- ✓ Children aged 8 years and under may use the toilet facilities that align to the gender identity of their accompanying parent/carer. In the absence of the child's parent/carer, the child may be accompanied by a minimum of 2 Kids in Motion staff members (of the same gender).
- ✓ Children aged above 8 years should use the toilet facilities that align with their gender identity.
- ✓ Children are encouraged to use the toilet facilities located on the upper level of the Kids in Motion facility.

Personnel are required to:

- ✓ Only use the toilets / changerooms that align with their gender identity
- ✓ Use the toilets located downstairs in the Kids in Motion facility (located next to the staff room)
- ✓ Encourage the child's parent/carer to accompany the child to the toilet
- ✓ Ensure they are supervised by another staff member if they are required to accompany a child to the toilet (i.e. if the child's parent is not present because the child is participating in a holiday program)
- ✓ Ensure adequate supervision of children, whilst respecting their right to privacy
- ✓ Knock or announce themselves and wait for approval before entering toilets to supervise.

Personnel are prohibited from:

- ✗ Being alone with a child in a toilet or changeroom
- ✗ Entering toilet facilities of the opposite gender
- ✗ Isolating themselves with a child e.g. taking a child into the cubicle with them
- ✗ Allowing mobile phones to be used in the toilets / changerooms
- ✗ Undressing when children are present in the toilets / changerooms
- ✗ Using toilets / changerooms whilst children are present.

## 11 Use of Photographic and Video Devices

Personnel are required to:

- ✓ Obtain informed consent from the child's parent/carer prior to capturing photographs and videos of children
- ✓ Clearly explain to the parent/carer how authorised photographs and videos will be used by Kids in Motion
- ✓ Ensure photographs or videos taken do not include other children (who have not provided consent), particularly when they can be identified
- ✓ Delete and destroy images or videos of children as soon as they are no longer required
- ✓ Report inappropriate photography/videoing to the CSO or another member of the Leadership Team.



Personnel are prohibited from:

- ✘ Taking photos or videos of children for personal use
- ✘ Using their personal device to take or store photos or videos of children participating in Kids in Motion's programs
- ✘ Using a computer, mobile phone, camera, or other device in a way that is inconsistent with this *Code of Conduct*
- ✘ Using photographic or video devices in toilets or changing areas
- ✘ Exposing a child to pornography or other indecent material
- ✘ Possessing or creating child abuse material.

## 12 Use of the Online Environment

Personnel are required to:

- ✓ Obtain consent from both the child and their parent/carer prior to posting a photograph or video online e.g. Kids in Motion's website, Facebook and/or Instagram account
- ✓ Comply with Kids in Motion's *Social Media Policy* and *Communication Policy*.

Personnel are prohibited from:

- ✘ Using personal social media platforms to communicate with children or their families
- ✘ Tagging a child in a photograph on social media platforms such as Facebook or Instagram
- ✘ Engaging in unauthorised contact with a child online for the purpose of developing a sexual relationship (i.e. online grooming)
- ✘ Sharing personal or confidential information about children or their families without prior informed consent. This includes sharing a child's photo, name, residential address, email address or telephone number.
- ✘ Publishing any information about a child's hobbies, interests, or school online
- ✘ Using a computer, mobile phone, camera, or other device to exploit or harass a child.

## 13 Breach of this Code of Conduct

All breaches of this Code of Conduct will be responded to promptly by Kids in Motion. Responses will be managed in a fair, impartial, and supportive manner.

Refer to Kids in Motion's *Child Safety and Wellbeing Policy (Sections 16 and 17)* and the *Child Safe Complaints Handling Procedure* for guidance on reporting obligations and steps taken in the event of a breach of this Code of Conduct.

## 14 Review

This Code of Conduct is reviewed by the CSO (with support from the Child Safety Committee and the Director), on an annual basis, or earlier as required in accordance with legislative and/or regulatory updates.

## 15 Related Policies and Procedures

This Code of Conduct should be read in conjunction with the following related documents:

- *Child Safety and Wellbeing Policy*
- *Child Safe Complaints Handling Procedure*
- *Child Safe Risk Management Procedure*
- *Discipline Policy*
- *Communication Policy*
- *Social Media Policy*

## 16 Version History

The below table provides a summary of changes and amendments to this document.

Version.	Date Amended	Author	Change Details
			•
			•

## 17 Signed Acknowledgement

I have read and understood Kids in Motion's *Child Safe Code of Conduct*. I understand I will be subject to disciplinary action if I breach this Code of Conduct.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_