



CHILD SAFETY CODE OF CONDUCT

Last reviewed – February 15, 2023 - Due for review – February 15, 2027

This Code of Conduct sets standards for adult behaviour towards children, ensuring their safety and reducing risks of harm. It provides guidance for staff and volunteers to support and protect children while managing challenging situations.

All staff, volunteers and board members (you) of The Trustee for Malvern Academy of Swimming Trust trading as the Malvern Academy of Swimming and Glen Eira Academy of Swimming (ABN **21 195 477 473**) are required to observe child safety principles and expectations for appropriate behaviour towards and in the company of children, as noted in this Code of Conduct.

Commitment to the safety and wellbeing of children

All staff, volunteers, and board members of The Trustee for Malvern Academy of Swimming Trust (trading as Malvern Academy of Swimming and Glen Eira Academy of Swimming)
ABN 21 195 477 473

must uphold child safety principles, including:

- Following the Academy's Child Safety Policy and this Code of Conduct.
- Encouraging children to participate in decisions affecting them.
- Taking reasonable steps to prevent abuse.
- Respecting and valuing all children, families, and carers.
- Modelling appropriate adult behaviour.
- Listening and responding to children's concerns.
- Promoting inclusion and cultural safety for Aboriginal and culturally diverse children.
- Ensuring children with disabilities are supported and empowered.
- Avoiding situations where adults are alone with a child.
- Reporting child safety concerns or breaches to the Child Safety Officer (Rodney Skudar) and authorities if necessary.
- By adhering to these principles, we create a safe and supportive environment for all children. If a child abuse allegation is made, immediately ensure the child's safety.
- Follow guidelines on appropriate physical contact.
- Work with children openly and transparently, ensuring other adults are aware of your interactions.
- Respect children's and families' privacy, sharing information only when necessary.

Prohibited conduct (staff and volunteers must not)

- Exploit children to meet their own needs.
- Ignore or dismiss concerns, suspicions, or reports of child abuse.
- Use prejudice, oppressive behaviour, or inappropriate language with children.
- Engage in rough physical games.
- Exchange personal contact details or have unauthorized online/phone contact with children.
- Develop "special" relationships or show favouritism (e.g., gifts, special treatment).
- Engage in unnecessary or inappropriate physical contact (touching should be limited to essential instruction).
- Initiate physical assistance that a child can manage independently (e.g., toileting, changing clothes).
- Put children at risk (e.g., locking doors, giving lifts).
- Discuss mature or personal topics in the presence of children.
- Express personal views on culture, race, or sexuality in front of children.
- Discriminate based on culture, race, gender, age, vulnerability, sexuality, or disability.
- Interact with children or their families outside the organization without approval from the Child Safety Officer (except for incidental contact in public).
- Engage in online communication with children or their families unless in line with the Social Media Policy.

Social Media Guidelines

Transparent communication with students and children is central to the Academy's Code of Conduct.

All personnel of the Academy are required to:

- Use only the Academy email or official social media accounts when communicating with students or parents.
- Post training updates only on official Academy social media accounts.
- Only contact a parent/guardian and senior staff member.
- Never contact a student by email or social media, personal email, mobile phone, or private social media accounts.

Definitions

Child or young person means a person under the age of 18 years.

Child abuse includes: |

1) any act committed against a child involving:

- a) a sexual offence;
- b) grooming offences under section 49M (1) of the Crimes Act 1958 (VIC);

2) the infliction, on a child, of:

- a) physical violence
- b) serious emotional or psychological harm.

Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk or child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse.

Child Safety and Wellbeing Policy means our Child Safety and Wellbeing Policy available at aacademyofswimming.com.au/child-safety-policy.

Parent / guardian / carer (parent): In relation to a child means any person who has parental responsibility for 'major long-term issues' as defined in the Family Law Act 1975 (Cth) or has been granted 'guardianship' for the child pursuant to the Children, Youth and Families Act 2005 (Vic) or other state welfare legislation.

Academy means The Trustee for Malvern Academy of Swimming Trust trading as Malvern Academy of Swimming and Glen Eira Academy of Swimming ABN 21 195 477 473

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Academy of Swimming's Child Safety Officer or leadership.

If you believe a child is at immediate risk of abuse you should phone 000 immediately.

For staff and volunteers:

I agree to adhere to this policy:

Name: _____

Address: _____

Email: _____

Signature: _____

Date: _____

The Trustee for Malvern Academy of Swimming Trust trading as Malvern Academy of Swimming and Glen Eira Academy of Swimming ABN 21 195 477 473

Child Safety Officer: Rodney Skudar
Email: contact@academyofswimming.com.au

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