

Lane Cove Public School Parents & Citizens Association:

Code of Conduct

All members, employees, contactors and volunteers of the Lane Cove Public School Parents & Citizens Association (LCPSP&CA) are responsible for the safety and wellbeing of children and young people who engage with the LCPSP&CA and are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:

- act in accordance with the LCPSP&CA's child safety and wellbeing policies and procedures at all times;
- behave respectfully, courteously and ethically towards children and their families and towards other staff;
- listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well;
- promote the human rights, safety and wellbeing of all children;
- demonstrate appropriate personal and professional boundaries;
- consider and respect the diverse backgrounds and needs of children;
- create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families;
- involve children in making decisions about activities, policies and processes that concern them wherever possible;
- contribute, where appropriate, to the LCPSP&CA's policies, discussions, learning and reviews about child safety and wellbeing;
- identify and mitigate risks to children's safety and wellbeing;
- respond to any concerns or complaints of child harm or abuse promptly and in line with the LCPSP&CA's policies and procedures for receiving and responding to complaints;
- report all suspected or disclosed child harm or abuse as required by NSW law and by the LCPSP&CA's policies and procedures on internal and external reporting.

comply with NSW law and the LCPSP&CA's policies and procedures on record keeping and information sharing.

I will NOT:

- engage in any unlawful activity with or in relation to a child;
- engage in any activity that is likely to physically, sexually or emotionally harm a child;
- unlawfully discriminate against any child or their family members;
- be alone with a child unnecessarily;
- arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the LCPSP&CA's activities;
- disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by the LCPSP&CA's policy and procedure on reporting;
- use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material;
- work with children while under the influence of alcohol or prohibited drugs;
- ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person who is a member, employee, contractor or volunteer associated with the LCPSP&CA, I will:

- act to prioritise the best interests of children;
- take actions promptly to ensure that children are safe;
- promptly report any concerns to my manager, the LCPSP&CA's Child Safety Officer, the President or other executive of the LCPSP&CA;
- follow the LCPSP&CA's policies and procedures for receiving and responding to complaints and concerns; and
- comply with NSW law if relevant, and with the LCPSP&CA's policies and procedures as they relate to internal and external reporting.