

CHILD SAFETY CODE OF CONDUCT

Drafted by	Anthony Edler	Version	V2.0 2025
Input from	Staff and Board Members	Approved by board on	16.09.2025
Responsible person	Anthony Edler	Scheduled review date	Sep 2027

CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

Management, staff, volunteers and contractors at the Tasmanian Bike Collective are required to abide by this Code.

All people involved in the care of children on behalf of the Tasmanian Bike Collective will actively promote a child-safe culture by being fair, considerate, and honest with others. We will act as positive role models and always be professional in our actions, upholding the values and purpose of the organisation.

The CEO will:

1. Nominate a designated Child Protection Officer who will provide information and support to all staff, volunteers, children, young people, and their carers regarding child protection matters and will be the first point of contact for any concerns or disclosures.
2. Be responsible for the overall welfare and wellbeing of staff and volunteers;
3. Be accountable for managing and maintaining a duty of care towards staff and volunteers;

All people involved in the care of children on behalf of the Tasmanian Bike Collective are guided by a trauma-informed approach and will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be guided by a trauma-informed approach that recognises the impacts of trauma on children and young people and responds with sensitivity and support.
6. Strive to create an environment of safety, trustworthiness, choice, collaboration, and empowerment for all young people in our care.
7. Be fair, considerate and honest with others;
8. Actively listen to children and young people, treat them with respect, and value their ideas and opinions. We will provide them with opportunities to have a voice and participate in decisions that affect them;
9. Act as positive role models in their conduct with children and young people.

10. Be professional in their actions;
11. Maintain strict impartiality;
12. Comply with specific organisational guidelines on physical contact with children;
13. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
14. Maintain a child-safe environment for children and young people;
15. Operate within the policies and guidelines of the Tasmanian Bike Collective; and
16. Contact the police on 000 if a child is at immediate risk of abuse.

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. 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;
5. Be alone with a child or young person unnecessarily. Any one-on-one interaction must be transparent, observable, and only occur with the knowledge and approval of a supervisor and, where appropriate, a parent/guardian;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange a meeting, including online meeting, with children or young people outside of the organisation's programs and activities;
9. Communicate with a young person using direct messages, calls, or other electronic means only for a legitimate reason related to program activities and with the knowledge of a parent/guardian and/or supervisor;
10. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
11. Work with children or young people while under the influence of alcohol or illegal drugs;
12. Engage in open discussions of a mature or adult nature in the presence of children;
13. Use inappropriate language in the presence of children; or
14. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

ONLINE SAFETY AND COMMUNICATION

All staff, volunteers, and contractors must be aware of their responsibilities to maintain a safe online environment for children and young people. This includes both personal and professional online conduct.

1. All communication with a child or young person via direct message, email, social media, or phone must be directly related to the Tasmanian Bike Collective's programs and activities.
2. Communication with a child or young person outside of program hours should be kept to a minimum and only occur with the knowledge and approval of a supervisor and/or parent/guardian.
3. Do not accept friend requests or connect with children and young people on personal social media accounts. All official communication should be conducted through the organization's approved channels.
4. Do not post or share any inappropriate content, including images, videos, or comments, on any public or private platform that could be accessed by a child or young person.
5. If you see or receive any inappropriate online communication from a child, or observe any other concerning online behaviour, you must report it immediately to your supervisor and/or the designated Child Protection Officer.
6. Remember that taking photos or videos of a child without the consent of the child and their parent or guardian is not allowed. Ensure any sharing of approved photos or videos respects the privacy and dignity of the young person.

SPECIFIC SCENARIOS RELATED TO THE TASMANIAN BIKE COLLECTIVE

There are some unique scenarios related to the work of the Tasmanian Bike Collective. Some of these are below with specific guidance outlined.

Single child needs to be transported by Vehicle:

1. Seek to take another adult or child with you. If unable to do so, child to be seated in the rear of the vehicle.
2. Use the "*Record of One on One Interactions*" Form to report a single child being transported.

Child turns up alone to the workshop or program activity:

1. If no one else present, encourage them to grab a friend or come back later;
2. If in a public open space, with other people in close proximity, it may be appropriate to work one on one.
3. Record any unplanned one on one interactions with a young person on the "*Record of One on One Interactions*" Form

Provide additional mentoring or support to a child outside of normal program activities.

1. Before offering additional support have a discussion with your supervisor;
2. At the very minimum, a risk management plan will be required;
3. If deemed appropriate, follow all risk management plans and/or guidelines given by your supervisor;
4. Discuss and outline any activities or planned interactions with a parent/guardian before any additional support is undertaken.

A young person directly contacts a staff member/volunteer or contractor:

1. Seek to inform a parent/guardian of the interaction

2. Record interaction on the “Record of One on One Interactions” Form

A young person discloses a concern or is suspected to be at risk of abuse:

1. Listen calmly and believe the child.
2. Do not promise to keep it a secret.
3. Report the matter immediately to your supervisor and/or the designated Child Protection Officer.
4. Follow the procedures in the Tasmanian Bike Collective's Child Protection Policy, including mandatory reporting to the relevant authorities.

WHAT HAPPENS IF YOU BREACH THIS CODE OF CONDUCT?

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

AUTHORISATION



Tim Hynes

Chair of the Board – Tasmanian Bike Collective

16.09.2025

The Tasmanian Bike Collective, through our values and practices acknowledge the sovereignty of Tasmanian Aboriginal peoples, the original custodians of lutruwita (Tasmania). Tasmanians represent many cultures, social and economic backgrounds, all abilities, genders, sexualities and stages of life. We see strength in them all and embrace this diversity. Central to the Tasmanian Bike Collective is the commitment to the safety and wellbeing of children and young people, and by listening and responding to their voice in matters that affect them.