

LARITA ACADEMY

Child Safe Code of Conduct

Organization Name: Larita Academy Pty Ltd ACN 643 363 562

Effective Date: 02 April 2025

Review Date: 15 March 2026 (or earlier if required)

Version: 1.0

Approved By: CEO / Founder

1. Purpose

The Child Safe Code of Conduct establishes clear expectations for appropriate behaviour by all individuals associated with Larita Academy Pty Ltd (the **Larita Academy**) when interacting with children and young people under 18 years of age.

It reflects our commitment to creating a safe, respectful, and inclusive environment, in line with the Victorian Child Safe Standards, effective July 1, 2022. This Code ensures that everyone understands their role in preventing harm and promoting the wellbeing of children.

2. Scope

This Code applies to:

- All staff (permanent, casual, and contract employees).
- Volunteers (e.g., board members, community helpers).
- Contractors, consultants, and third-party providers engaged by the Larita Academy.
- Any individual representing the Larita Academy in activities involving children.

It covers all interactions with children, whether in physical settings (e.g., offices, events, program venues) or online environments (e.g., Zoom, social media, email).

3. Our Commitment

The Larita Academy has zero tolerance for child abuse, neglect, or any behaviour that compromises the safety or wellbeing of children.

We are dedicated to:

- Upholding children's rights to safety, respect, and participation.
- Fostering a culture of openness, accountability, and vigilance.
- Ensuring equity and cultural safety, particularly for Aboriginal children and those from diverse backgrounds.

This Code supports our Child Safety and Wellbeing Policy and is a condition of engagement with the Larita Academy.

4. Expected Behaviours

All individuals must:

- **Treat Children with Respect:**
 - Use positive, age-appropriate language and communication.
 - Listen to and value children's ideas and concerns.
 - Recognize and celebrate cultural diversity (e.g., acknowledging Aboriginal traditions).
- **Maintain Professional Boundaries:**
 - Avoid one-on-one situations with children unless supervised or approved (e.g., in a visible, open space).
 - Use organisation-approved communication channels (e.g., work email, not personal phones) for contact with children.
 - Seek consent from children and/or families for photographs or recordings, where applicable.
- **Promote Safety in All Environments:**
 - Follow safety protocols in physical spaces (e.g., adequate supervision at events).
 - Use secure, monitored platforms for online interactions (e.g., password-protected Zoom links).
 - Report hazards or risks immediately to the Point of Contact.

- **Support Equity and Inclusion:**
 - Adapt interactions to meet diverse needs (e.g., providing extra support for children with disabilities).
 - Avoid stereotypes or discriminatory language.
 - Respect the cultural identity of Aboriginal children and consult families or community leaders as needed.
 - **Respond to Concerns:**
 - Report any suspicion, disclosure, or observation of harm to the Point of Contact within 24 hours.
 - Act in the best interests of the child, prioritizing their safety and wellbeing.
-

5. Unacceptable Behaviours

The following are strictly prohibited:

- **Physical Harm or Discipline:**
 - Using physical force, restraint, or corporal punishment, except to prevent immediate harm (e.g., pulling a child from danger).
 - Engaging in rough play or inappropriate physical contact.
- **Emotional or Psychological Harm:**
 - Shouting, belittling, or humiliating a child.
 - Ignoring or dismissing a child's concerns.
- **Sexual Misconduct:**
 - Any sexual behaviour, comments, or contact with a child (e.g., inappropriate touching, suggestive remarks).
 - Sharing or accessing inappropriate content (e.g., pornography) in the presence of children.
- **Neglect or Unsafe Practices:**
 - Failing to supervise children adequately.
 - Allowing unauthorized access to children (e.g., unvetted visitors).

- **Inappropriate Online Conduct:**
 - Contacting children via personal social media or messaging apps.
 - Sharing unapproved content or engaging in unmonitored online chats.
 - **Discrimination or Cultural Insensitivity:**
 - Treating children unfairly based on race, gender, disability, or identity.
 - Disrespecting Aboriginal cultural practices or traditions.
 - **Breaching Confidentiality:**
 - Sharing a child's personal information without consent, except where required by law (e.g., mandatory reporting).
-

6. Responsibilities

- **Staff and Volunteers:**
 - Read, understand, and sign this Code as part of induction.
 - Comply with it at all times and complete child safety training.
 - Report breaches by self or others immediately.
 - **Leadership Team:**
 - Model these behaviours and enforce the Code.
 - Investigate reported breaches and ensure consequences are applied.
 - **Point of Contact:**
 - Provide guidance on interpreting the Code.
 - Monitor compliance and maintain records of breaches or training.
-

7. Breaches of the Code

- **Reporting:** Any breach must be reported to the Point of Contact within 24 hours. Serious breaches (e.g., abuse allegations) are escalated to leadership and external authorities (e.g., Victoria Police, CCYP) as required.

- **Consequences:** Depending on severity, breaches may result in:
 - Verbal or written warnings.
 - Suspension or termination of employment/volunteer role.
 - Legal action or reporting under the Reportable Conduct Scheme or mandatory reporting laws.
 - **Support:** Individuals reporting breaches in good faith are protected from retaliation.
-

8. Training and Acknowledgment

- All staff, volunteers, and relevant contractors receive training on this Code during induction and annually thereafter.
 - Signing this Code is mandatory, confirming understanding and agreement to comply.
-

9. Accessibility

- This Code is available on our website, and in accessible formats (e.g., large print, translations) on request.
 - A child-friendly summary is shared with children and families where appropriate.
-

10. Review

- This Code is reviewed annually before each annual Larita Academy program or sooner if triggered by incidents, feedback, or legislative changes.
 - Updates are approved by the Board of the Larita Academy and communicated to all personnel.
-

11. Contact Information

- Point of Contact: Jennifer Newton, Program manager, Jennifer.newton@lkg.com.au
- External Reporting:

- Victoria Police: 000 (emergencies) or local station.
- Child Protection: 131 278 (after hours: 13 12 78).
- CCYP: 1300 78 29 78 or contact@ccyp.vic.gov.au.

Approved By:
Anita Pahor
Chair and CEO
The Larita Academy

Acknowledgment

I have read, understood, and agree to comply with the Larita Academy Child Safe Code of Conduct.

Name: Anita Pahor

Role: Founder and Managing Director

Signature: Anita Pahor

Date: 2 April, 2025