

LARITA ACADEMY

Child Safe Code of Conduct

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:

- 2.1 All staff (permanent, casual, and contract employees).
- 2.2 Volunteers (e.g., board members, community helpers).
- 2.3 Contractors, consultants, and third-party providers engaged by the Larita Academy.
- 2.4 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:

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

Effective as of 23.03.2026

Larita Academy / Child Safe Code of Conduct

Author: Jeremy Zwaigof, Group General Counsel, LK Group

Reviewed by: Robert Stevens, Coordinator Youth & Middle Years - Family, Youth & Children's Services, Yarra City Council

Reviewed by: Jennifer Newton, CSR and Program Manager, Larita Academy

Approved by: Anita Pahor, Founder and Managing Director, Larita Academy

Approval date: *TBC*

Review date: *TBC – 1 year from approval date*

Version 1.0

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:

4.1 Treat Children with Respect:

- 4.1.1 Use positive, age-appropriate language and communication.
- 4.1.2 Listen to and value children's ideas and concerns.
- 4.1.3 Recognise and celebrate cultural diversity (e.g., acknowledging Aboriginal traditions).

4.2 Maintain Professional Boundaries:

- 4.2.1 Avoid one-on-one situations with children unless supervised or approved (e.g., in a visible, open space).
- 4.2.2 Do not accept or give young people personal gifts inclusive of vouchers, goods etc.
- 4.2.3 Use organisation-approved communication channels (e.g., work email, not personal phones) for contact with children.
- 4.2.4 Seek consent from children and/or families for photographs or recordings, where applicable.

4.3 Promote Safety in All Environments:

- 4.3.1 Follow safety protocols in physical spaces (e.g., adequate supervision at events).
- 4.3.2 Use secure, monitored platforms for online interactions (e.g., password-protected Zoom links).
- 4.3.3 Maintaining clear online boundaries, including not adding young people on personal social media accounts or responding to personal messages
- 4.3.4 Report hazards or risks immediately to the Point of Contact.

4.4 Support Equity and Inclusion:

- 4.4.1 Adapt interactions to meet diverse needs (e.g., providing extra support for children with disabilities).

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4.4.2 Avoid stereotypes or discriminatory language.

4.4.3 Respect the cultural identity of Aboriginal children and consult families or community leaders as needed.

4.5 Respond to Concerns:

4.5.1 Report any suspicion, disclosure, or observation of harm to the Point of Contact within 24 hours.

4.5.2 Act in the best interests of the child, prioritising their safety and wellbeing.

5. Unacceptable Behaviours

The following are strictly prohibited:

- 5.1 Develop a 'special' relationship with a child or young person to the exclusion of others or show favouritism, i.e., by offering a child or young person gifts or special treatment.
- 5.2 Exhibit behaviours with children/young people that may be construed as unnecessarily physical.
- 5.3 Hit, physically assault, or engage in inappropriately rough play with a child or young person.
- 5.4 Speak to a child or young person in an angry, intimidating, or threatening manner.
- 5.5 Engage in discussions of a mature or adult nature with or in the presence of children/young people.
- 5.6 Condone, or make self-disclosures about past or present participation in illegal or unsafe behaviours with, or in the presence of a child or young person.
- 5.7 Smoke, consume alcohol or illicit drugs, or be substance affected with or in the presence of children and young people whilst actively on duty.
- 5.8 Touch intimate areas or have any other physical contact with a child/young person (i.e., kiss, hold, cuddle) not deemed to be appropriate to your role, or appropriate 'safe touch' (as defined above).
- 5.9 Do things of a personal or intimate nature (i.e., toileting or changing clothes) that you could reasonably expect a child or young person to do for themselves, unless performing necessary personal care duties as part of your role, or in unavoidable situations such as administering first aid.

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- 5.10 Use inappropriate, discriminatory, prejudicial, oppressive, harassing, abusive, sexually explicit, demeaning or culturally insensitive language with or in the presence of a child or young person.
- 5.11 Discriminate against any child or young person based on their age, gender, race, culture, religion, disability, vulnerability, sexuality or any other protected attribute; or express personal views about such attributes when with or in the presence of a child or young person.
- 5.12 Purposefully establish a relationship with a child, young person and/or their family outside of work.
- 5.13 Solicit, conduct, or accept requests from a child, young person, or their family for private services (i.e., babysitting, non-authorised home visits, private lessons) delivered outside of your work.
- 5.14 Provide personal contact details (i.e., phone number, home address, email/social media accounts) to children, young people, or their parents/guardians.
- 5.15 Access client records and/or other identifying information to gain unauthorised access to a child or young person in physical and online environments.
- 5.16 Use social media or other online platforms to solicit or befriend a child, young person, or their family; or have online contact with a child, young person, or their family that is not transparent to the organisation and part of an approved program or activity.
- 5.17 Take, use, view, store or publish unauthorised images of children/young people in our programs and services. All reasonable steps must be taken to protect children and young people from the inappropriate use of their images.
- 5.18 Under any circumstances, use personal devices to take, use, view, store or publish authorised or unauthorised images of children and young people in our programs and services.
- 5.19 Ignore or disregard any suspected or disclosed child abuse.
- 5.20 Put a child or young person at risk of abuse or harm either through negligence or inaction.

Physical Harm or Discipline:

- 5.21 Using physical force, restraint, or corporal punishment, except to prevent immediate harm (e.g., pulling a child from danger).
- 5.22 Engaging in rough play or inappropriate physical contact.

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Emotional or Psychological Harm:

- 5.23 Shouting, belittling, or humiliating a child.
- 5.24 Ignoring or dismissing a child's concerns.

Sexual Misconduct:

- 5.25 Any sexual behaviour, comments, or contact with a child (e.g., inappropriate touching, suggestive remarks).
- 5.26 Sharing or accessing inappropriate content (e.g., pornography) in the presence of children.

Neglect or Unsafe Practices:

- 5.27 Failing to supervise children adequately.
- 5.28 Allowing unauthorised access to children (e.g., unvetted visitors).

Inappropriate Online Conduct:

- 5.29 Contacting children via personal social media or messaging apps.
- 5.30 Sharing unapproved content or engaging in unmonitored online chats.

Discrimination or Cultural Insensitivity:

- 5.31 Treating children unfairly based on race, gender, disability, or identity.
- 5.32 Disrespecting Aboriginal cultural practices or traditions.

Breaching Confidentiality:

- 5.33 Sharing a child's personal information without consent, except where required by law (e.g., mandatory reporting).

6. Responsibilities

6.1 Staff and Volunteers:

- 6.1.1 Read, understand, and sign this Code as part of induction/training.
- 6.1.2 Comply with it at all times and complete child safety training.
- 6.1.3 Report breaches by self or others immediately.

6.2 Leadership Team:

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6.2.1 Model these behaviours and enforce the Code.

6.2.2 Investigate reported breaches and ensure consequences are applied.

6.3 Point of Contact:

6.3.1 Provide guidance on interpreting the Code.

6.3.2 Monitor compliance and maintain records of breaches or training.

7. Breaches of the Code

7.1 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.

7.2 Consequences: Depending on severity, breaches may result in:

7.2.1 Verbal or written warnings.

7.2.2 Suspension or termination of employment/volunteer role.

7.2.3 Legal action or reporting under the Reportable Conduct Scheme or mandatory reporting laws

7.3 Support: Individuals reporting breaches in good faith are protected from retaliation.

8. Training and Acknowledgment

8.1 Signing this Code is mandatory, confirming understanding and agreement to comply by all participants of Larita Academy.

8.2 Must be digitally executed by all participants as part of their induction/training into Larita Academy, including completion of EmPath child safety training and onboarding requirements.

8.3 Will be reissued annually to all individuals who have previously executed the document, for the purpose of reaffirming expectations and maintaining awareness of their obligations.

8.4 Re-execution is only required where there has been a material amendments to relevant policies, procedures, or applicable legislation.

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9. Accessibility

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

10. Review

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

11. Contact Information

- Point of Contact officer: Jennifer Newton, Program Manager Jennifer.newton@lkg.com.au

In the event the Contact Officer is unavailable, or the grievance relates to the Contact Officer, please contact:

- Anita Pahor, Managing Director anita.pahor@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.

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Signed:

Anita Pahor

Founder and Managing Director

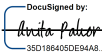
Larita Academy

Acknowledgment – THIS WILL BE DIGITAL ONCE APPROVED

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

Name: Anita Pahor _____

Role: Managing Director _____

Signature:  _____

Date: ~~27-Mar-2026~~ _____