

Child Safe Code of Conduct

CPSN is committed to creating and maintaining a child safe environment where the safety, wellbeing and rights of children and young people are paramount. We have zero tolerance for child abuse, neglect or harm in any form and are committed to acting in the best interests of children at all times.

We are committed to fostering safe, inclusive and respectful environments and ensuring all employees, contractors and volunteers uphold the highest standards of conduct and child safety.

Record of procedure development

Version	Date approved	Date for review
Version 3	February 2026	February 2028

Responsibilities and delegations

This procedure applies to:	Members, Clients, and where appropriate, their decision makers, all staff, volunteers, contractors, and the Board of CPSN
Procedure approval:	CEO
Review of Procedure Compliance	CEO
Specific responsibilities:	Board CEO CPSN Leadership Team CPSN workers All clients (and where appropriate, their decision makers)

Policy context	
Service Standards	<p>NDIS Practice Standards and Quality Indicators, November 2021 Version 4</p> <p>National Principles for Child Safe Organisations, 2018</p> <p>Victorian Child Safe Standards, 2015 and 2021 (in force from 1 July 2022)</p> <p>NDIS Practice Standards, 2020</p> <p>Victorian Child Safe Standards</p>
Legislation	<p>Charter of Human Rights and Responsibilities Act 2006, Victoria</p> <p>Family Law Act 1975 (Cth)</p> <p>Crimes Act 1958 (Vic)</p> <p>Children, Youth and Families Act 2005 (Vic)</p> <p>Child Wellbeing and Safety Act 2005 (Vic)</p> <p>National Disability Insurance Scheme Act 2013 (Cth)</p> <p>Equal Opportunity Act 2010 (Vic)</p> <p>Disability Act 2006 (Vic)</p> <p>Disability Discrimination Act 1992 (Cth)</p> <p>Freedom of Information Act 1982 (Vic)</p> <p>Privacy and Data Collection Act 2014 (Vic)</p> <p>Privacy Act 1988 (Cth)</p> <p>Ombudsman Act 1976 (Vic)</p> <p>Worker Screening Act 2020 (Vic)</p> <p>Disability Service Safeguards Act 2018 (Vic)</p> <p>Disability Service Act 1986 (Cth)</p>
Contractual obligations	<p>NDIS Practice Standards</p> <p>NDIS Quality and Safeguarding Framework, 2016</p> <p>NDIS Practice Standards and Quality Indicators, 2020</p> <p>NDIS Practice Standards Verification Module – Required Documentation, 2020</p>
Organisation policies	<p>Human Rights Policy and Framework</p> <p>Practice and Governance Policy and Framework</p> <p>Quality Policy and Framework</p> <p>Risk Management Policy and Framework</p> <p>Diversity and Inclusion Policy</p> <p>Vulnerable Persons Policy</p> <p>Privacy and Confidentiality Policy</p> <p>Complaints Management Policy</p> <p>NDIS Code of Conduct</p> <p>Financial and Fraud Risk Management Policy</p> <p>Conflict of Interest Policy</p> <p>Worker Screening Policy</p> <p>Incident Management Reporting Policy</p> <p>Bullying and Harassment Policy</p> <p>Handling Participants' Money Policy Position</p>
Other Conventions	<p>United Nations Convention on the Rights of People with Disabilities (CRPD), 2006</p> <p>Charter of Human Rights and Responsibilities Act 2006, Victoria</p>

Definitions

CPSN has adopted the Victorian Child Safe Standards 2022 definitions, below.

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

Child abuse means a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded, sexual misconduct, committed against, with or in the presence of, a child, physical violence committed against, with or in the presence of, a child, any behaviour that causes significant emotional or psychological harm to a child or significant neglect of a child including emotional or psychological abuse, grooming, neglect, family violence, exploitation or online/digital abuse

Child Safe Standards as made under section 17(1) of the *Child Wellbeing and Safety Act 2005*

Employee means a person who is employed by CPSN with wages or salary.

Staff means all the people employed by CPSN or within a specific work area.

Worker means any person engaged by CPSN to perform a service, paid or unpaid, and may include but is not limited to employees, consultants, contractors, employees of a labour hire company, apprentices, trainees, students or volunteers.

All members of CPSN, management, staff and volunteers are required to abide by this Code of Conduct, which sets out the appropriate standards of behaviour within CPSN. The Code should be interpreted with integrity, transparency and common sense, with children's best interests as the primary objective.

CPSN will:

- take responsibility for ensuring all staff understand and comply with the Child Safe Code of Conduct and know their roles, responsibilities and duty of care obligations
- deal with any breaches of the Child Safe Code of Conduct seriously and responsively, and take appropriate disciplinary action

All workers will:

- prioritise the safety and wellbeing of children and young people, and take responsibility for ensuring that the support is provided in a child safe manner at all times
- act as a positive role model for children and young people, and model respectful behaviours at all times
- treat all children and young people fairly, equally and with respect
- maintain professional standards of conduct, including keeping clear boundaries between professional and personal
- promote respectful behaviour, and intervene in situations of bullying between children and young people
- be aware of their duty of care, and their legal obligations such as mandatory reporting of child abuse concerns
- be sensitive to the needs of children and young people from culturally and linguistically diverse backgrounds.
- respect children's and young people's privacy, and keep children's and their families' information confidential unless otherwise required for safety reasons
- report any conflicts of interest (such as an outside relationship with a child)
- be alert to the risk of harm to a child or young person from an adult or another child or young person
- take a child seriously if they disclose harm or abuse
- contact police if a child or young person is at immediate risk of abuse
- take appropriate action if they witness another person breaching or potentially breaching this Code
- abide by organisational policies, procedures and this Code of Conduct

- report any concerns of abuse or neglect.

Workers will not:

- ignore, disbelieve or minimise allegations or concerns of abuse from children or young people or other adults
- act in a way that is likely to emotionally abuse, bully, humiliate, oppress or degrade children or young people
- act in a way that is likely to result in harm to children or young people in any way, including physical, emotional, psychological, or cultural harm.
- engage in any form of sexual conduct with children or young people, including for example showing children sexually explicit material
- act in a way that may put children or young people at risk of abuse
- unlawfully discriminate against any child on the basis of age, gender, race, culture, vulnerability or sexuality
- engage in unnecessary or inappropriate physical contact with children or young people, such as rough physical play
- exchange personal contact details with children or young people or have unauthorised contact with children outside of the scope of the organisation’s services
- take photographic or video footage of any child or young person without their consent and the written consent of their parent/carer
- work with children or young people under the influence of drugs or alcohol
- use inappropriate language, discuss topics of an adult nature, or express personal views about different cultures, race or sexuality while children or young people are present
- verbally assault a child or create a climate of fear
- offer children and young people alcohol, cigarettes or other drugs
- subject children to unauthorised restrictive practices such as using exclusionary time-out as punishment.

Any person found to be breaching this Code of Conduct will face disciplinary action relative to the seriousness of the breach and may be subject to criminal proceedings. This may include termination of employment with CPSN.

All workers, families and community members are required to speak up if they have concerns about the safety of children. Complaints about a breach of this Code of Conduct must be reported to the CEO, Kellie O’Shea kellie.oshea@cpsn.org.au or 0400068427.

Some breaches of this Code of Conduct may need to be reported to external authorities in accordance with ‘CPSN’s reportable / notifiable incident processes.

Document Revision History

This document is only valid on the day it was printed.

Who	Version	Date	Description of review
	V1	Unknown	
CEO	V2	2024	Updated with new organisation titles
CEO	V3	Feb 2026	Bi Annual Review – aligned code of conduct to updated version of the Child Safe Policy