



# Child Safe Code of Conduct

**All Councillors, staff, volunteers and labour hire contractors of Melton City Council are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children as noted below.**

**All City of Melton Councillors, staff, volunteers and labour hire contractors are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to Melton City Council Child Safe Policy and Procedures at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the culture safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- reporting any allegations of child abuse to Melton City Council Child Safety Officers in line with Council's Child Safe Procedures to ensure that the child(ren) are safe
- encouraging child to have a say and participate in all relevant organisational activities where possible, especially on issues that are important to them

Please refer to **Appendix 1** for the list of Child Safety Officers and Deputy Child Safety Officers.

If you believe a child is at immediate risk of abuse or harm phone 000.

## **Appendix 1 – Child Safe Officers and Deputies**

### **Child Safe Officers**

- Manager Families and Children Services
- Manager Community Planning
- Manager Youth and Recreation Services
- Early Childhood Coordinator

### **Deputy Child Safe Officers**

- Coordinator Maternal and Child Health
- Coordinator Early Years Partnerships
- Coordinator Family Services
- Team Leader Housing Services
- Coordinator Community Home Support
- Coordinator Neighbourhood Participation
- Coordinator Recreation
- Coordinator Leisure Centres
- Coordinator Library Activation and Engagement
- Coordinator Young Communities
- Team Leader Early Years