



# Child safe: code of conduct

## Document control

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Responsible position: Head of People and Culture

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Department: People and Culture

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All employees and students of the Walter and Eliza Hall Institute are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

## Safety and wellbeing responsibilities

All employees and students are responsible for supporting the safety and wellbeing of children by:

- adhering to the Institute's child safe policy<sup>1</sup> at all times;
- taking all reasonable steps to protect children from abuse;
- listening and responding to the views and concerns of children, particularly if they report that they or another child has been abused and/or are worried about their safety or the safety of another;
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse to the Institute's Child Safety Officer (Head of People and Culture), and ensure any allegation is reported to the police or child protection;
- reporting any child safety concerns to the Institute's Child Safety Officer (Head of People and Culture); and
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

## Appropriate behaviours

Employees and students must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps);
- put children at risk of abuse (for example, by locking doors);
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;

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<sup>1</sup> Child Safe policy, cited 24 January 2018 <http://catalyst.wehi.edu.au/services/hr/HR%20document%20repository/ChildSafe-Policy.pdf>

- discriminate against any child, including because of culture, race, ethnicity or disability;
- have contact with a child or their family outside of the Institute without the knowledge of the Child Safety Officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate. NB. This does not apply to employees who have contact with a child in the course of conducting clinical research as a part of their usual duties;
- have any online contact (including social media) with a child or their family; and/or
- ignore or disregard any suspected or disclosed child abuse.

Employees and students must immediately report any breach of this code to the Institute's Child Safety Officer (Head of People and Culture). By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Institute's Child Safety Officer (Head of People and Culture).

## **Code of conduct acknowledgement**

All Institute employees and students are required to read this code of conduct and sign an acknowledgement as part of the Institute's child safe standards training. Please refer to your profile on LearningSeat:

<http://catalyst.wehi.edu.au/services/hr/Pages/eLearning.aspx>