



# CHILD SAFE CODE OF CONDUCT

Version 1.0

Document ID	POL010	Classification	Public
Owner	CEO	Category	Quality Risk and Compliance
Endorser	Governance & Risk Committee	Approval Date	20/10/2025
Approver	Board	Review Date	20/10/2028

## 1.0 Purpose

The safety and wellbeing of children is paramount for Playgroup SA (PGSA) when delivering and supporting programs and services. This Child Safe Code of Conduct (“Code of Conduct”) serves to meet the requirements of the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016* to ensure safe environments for children and young people.

It is recommended that Workers read the Code of Conduct in conjunction with the PGSA Child Safe Environments Policy.

## 2.0 Scope

This Code of Conduct provides clear expectations to PGSA Workers for their conduct with children and young people in education and care settings.

This Code of Conduct applies to all PGSA Workers and is included in Induction materials. Application is mandatory.

Workers are required to agree in writing, by signing at Section 4.0 of this document, to accept and act in accordance with this Code of Conduct.

## 3.0 Definitions / Glossary

For the purposes of this document, the following definitions apply:

Term	Definition
Adult (legal definition)	A person who is not a child. <a href="#">s64 Criminal Law Consolidation Act 1935</a>
Child Abuse Report Line (CARL)	Operated by the Department for Child Protection (DCP), this is a 24-hour service for all notifications of child abuse, harm and risk of harm, which can be made by calling 131478 or via the <a href="#">online reporting system</a> .
Child focussed	Protecting or promoting children's safety and wellbeing and ensuring that they are heard in situations that directly affect them.



# CHILD SAFE CODE OF CONDUCT

Version 1.0

Term	Definition
Child or young person (legal definition)	A person who is under 18 years of age. <a href="#">s16(1) Children and Young People (Safety) Act 2017</a>
Employment	Any and all time from the commencement date to the end date as a Worker for PGSA.
Guardian (legal definition)	The guardian or guardians of the child or young person pursuant to an order of the Court under the Act. <a href="#">s16 Children and Young People (Safety) Act 2017</a>
Harm and/or Risk of Harm (legal definition)	Physical harm or psychological harm (whether caused by an act or omission) including harm caused by sexual, physical, mental or emotional abuse or neglect. Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life. <a href="#">s17 Children and Young People (Safety) Act 2017</a>
Mandated reporter/notifier	Workers who are legally required to report reasonable suspicion of risk of harm to a child or young person, including prescribed health practitioners, social workers, and staff of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, child care, residential services wholly or partly for children and young people, and who provide services directly to children and young people or hold a management position which includes direct responsibility for, or direct supervision of, the provision of services to children and young people.  In the context of PGSA, all workers (except Board members) are mandated reporters.
National Principles for Child Safe Organisations	The National Principles for Child Safe Organisations as endorsed in February 2019 by the Prime Minister and state and territory First Ministers according to the National Office for Child Safety.
Parent (legal definition)	Includes:- a) A step-parent of the child or young person; and b) A person who stands in loco parentis to the child or young person; <a href="#">s16 Children and Young People (Safety) Act 2017</a>
PGSA	Playgroup South Australia and all of its Board Members, staff, students and volunteers
Worker(s)	PGSA Board Members, staff, contractors, students and volunteers
Working With Children Checks	People working or volunteering with children in South Australia must, by law, have a Working with Children Check. It is a requirement for persons within paid or voluntary roles, where it is foreseeable that they will work with children, to have a current Working with Children check.



# CHILD SAFE CODE OF CONDUCT

Version 1.0

## 4.0 Commitment to Child Safe Code of Conduct

As a Worker for PGSA:

### I WILL

- Act in accordance with PGSA child safety and wellbeing related policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children involved with PGSA.
- Be a positive role model to children and young people in all conduct with them.
- Demonstrate appropriate personal and professional boundaries.
- Treat everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to PGSA policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by PGSA's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with PGSA's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm, risk of harm or abuse as required by the Children and Young People (Safety) Act 2017 and by PGSA's Child Safe Environments Policy to the Child Abuse Report Line (CARL) on 13 14 78.
- Comply with PGSA's protocols on communicating with children.
- Comply with PGSA's policies and procedures on record keeping and information sharing.
- Set clear boundaries and maintain appropriate behaviours with children and young people – boundaries help everyone to understand their roles.



# CHILD SAFE CODE OF CONDUCT

Version 1.0

- Listen and respond appropriately to the views and concerns of children and young people.
- Be alert to bullying behaviours and respond promptly and appropriately.
- Ensure another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity.
- Respond quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian.
- Encourage children and young people to 'have a say' on issues that are important to them.

## I WILL NOT

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Engage in rough physical games.
- Unlawfully discriminate against any child or their family members.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for any purpose.
- Disclose personal or sensitive information about a child, including images of a child, unless I am required to do so by PGSA's policy and procedure on reporting, or as part of PGSA's marketing, and I have the parent or legal guardian consent to do so.
- Photograph or video a child without the consent of the parent or legal guardian.
- Photograph or video a child who indicates in any way that they are not comfortable with being photographed or videotaped, notwithstanding the consent provided by the parent or legal guardian.
- Use inappropriate language in the presence of a child or children, or show or provide a child or children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment.
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.



# CHILD SAFE CODE OF CONDUCT

Version 1.0

## IF I THINK THIS CODE OF CONDUCT HAS BEEN BREACHED BY ANOTHER PERSON I WILL

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to management either in person, or by:
  - Telephone on (08) 8344 2722 or
  - Email at [info@playgroupsa.com.au](mailto:info@playgroupsa.com.au)
- Follow PGSA's policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements on reporting if relevant, and with PGSA's policies and procedures on internal and external reporting.

Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any Worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the Worker may have their engagement with PGSA terminated.

I agree to abide by this Code of Conduct during my employment with PGSA.  
I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with PGSA.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# CHILD SAFE CODE OF CONDUCT

Version 1.0

## 5.0 Application

PGSA Management will ensure that the Code of Conduct:

- Is communicated throughout the organisation – including during staff induction and training, refresher training, and via SharePoint.
- Is signed by all Workers.
- Is accessible to all staff, children and families.
- Is included in a job pack when advertising a position within the organisation.

## 6.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Board	<p>Playgroup SA Board assumes the responsibility for establishing and maintaining child safety and wellbeing policies and procedures.</p> <p>Board members must complete relevant modules of the Child Safe Organisations National Principles training.</p>
CEO	<p>It is the responsibility of the CEO to ensure that:</p> <ul style="list-style-type: none"><li>• Playgroup SA complies with legislative requirements.</li><li>• All staff, contractors, students, volunteers, board members and registered community playgroup coordinators have a valid and current Working with Children Check</li><li>• All staff, contractors, students and volunteers have completed the full day course of Safe Environments Through their Eyes Training upon commencing employment and complete a 3 hour refresher every 3 years.</li><li>• Report any adverse findings as a result of Working with Children Checks of staff, volunteers, and students to Board.</li></ul> <p>Follow the procedures for reporting harm or risk of harm to children.</p>
It is the responsibility of Playgroup SA, staff,	<ul style="list-style-type: none"><li>• They have valid and current Working with Children Checks.</li><li>• Follow the procedures for reporting harm or risk of harm to children.</li></ul>



# CHILD SAFE CODE OF CONDUCT

Version 1.0

ROLE	RESPONSIBILITY
contractors, students and volunteers to ensure	<ul style="list-style-type: none"><li>• Have completed Safe Environments Through their Eyes Training upon commencing employment.</li><li>• Their Safe Environments Through their Eyes Training is valid and current upon commencing employment.</li></ul>
Senior Business Partner	To check the validity of WWCC for staff and volunteers upon induction and confirm no aspects have changed since issuing.

## 6.0 Related Internal Policy and Supporting Documents

Legislative and Regulatory Documents	Constitution of Playgroup SA Inc
Frameworks	Risk Management Framework
Policies	Child Safe Environments Policy Privacy and Confidentiality Policy
Procedures	Complaints Management Procedure
Work Instructions	N/A
Supporting Documents	HR Manual

## 7.0 Related External References and Supporting Documents

This document has been informed by the following legislation and resources:

- [\*South Australia Associations Incorporations Act 1985\*](#)
- [\*Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)\*](#)
- [\*Australian Charities and Not-for-profits Commission Governance Standards\*](#)



# CHILD SAFE CODE OF CONDUCT

Version 1.0

- [ACNC External Conduct Standards](#)
- [National Principles for Child Safe Organisations \(Cth\)](#)
- [Child Safety \(Prohibited Persons\) Act 2016](#)
- [Child Safety \(Prohibited Persons\) Regulations 2019](#)
- [Children and Young People \(Safety\) Act 2017](#) (to be repealed)
- [Children and Young People \(Safety and Support\) Act 2025](#) (not yet in force)
- [Children's Protection Law Reform \(Transitional Arrangements and Related Amendments\) Act 2017](#)
- <https://dhs.sa.gov.au/how-we-help/child-and-family-support-system-cfss/child-safe-environments/creating-a-policy>
- [Mandated notifiers and their role - Department for Child Protection](#)
- [Mandatory Reporting Information Booklet \(PDF 1.6 MB\)](#)
- [National Principles for Child Safe Organisations - Australian Human Rights Commission \(PDF 1 MB\)](#)
- [Office of the Australian Information Commissioner – Posting photos and videos](#)
- [Final report: Making institutions child safe - Royal Commission into Institutional Responses to Child Sexual Abuse \(Volume 6\)](#)
- [Trust is a Must: What does it take to be child friendly and child safe? - Education Standards Board](#)
- [Keeping Our Kids Safe: Cultural Safety and the National Principles for Child Safe Organisations](#)

## 8.0 Version history

Version	Date	Brief summary of change
1.0	25/07/2025	Initial Child Safe Code of Conduct.