



Child Safe Code of Conduct

1. Purpose

This Code of Conduct outlines the **expected standards of behaviour** for all staff, volunteers, and representatives of the organisation when interacting with children.

The purpose of this code is to ensure that all children are **safe, respected, and protected from harm** in all school activities.

2. Scope

This Code of Conduct applies to:

- Teachers and tutors
- Volunteers
- Administrative staff
- Committee or board members
- Contractors and external instructors

It applies during all school-related activities including:

- Classroom teaching
- Online learning
- School events and cultural activities
- Excursions and off-site activities
- Communication with children and families

3. Acceptable Behaviour

All staff and volunteers must:

Respect and Inclusion

- Treat all children **with respect, dignity, and fairness**
- Be inclusive and respectful of **different cultures, languages, religions, and abilities**

Professional Boundaries

- Maintain **appropriate professional boundaries** with children
- Ensure interactions with children are **transparent and observable** where possible

Safety and Supervision

- Provide **adequate supervision** during activities
- Follow all school **child safety procedures**

Listening to Children

- Encourage children to **speak up and express concerns**
- Listen respectfully and take concerns seriously

Communication

- Communicate with children **appropriately and respectfully**
- Use **approved school communication channels**

4. Unacceptable Behaviour

Staff and volunteers must **not**:

Inappropriate Relationships

- Develop **personal or intimate relationships** with students
- Show **favouritism or special treatment** to a child

Inappropriate Contact

- Engage in **unnecessary physical contact** with children
- Touch a child in a way that could be **misinterpreted**

Being Alone with a Child

- Be alone with a child in a **closed or isolated environment** where possible

Inappropriate Language or Behaviour

- Use **offensive, abusive, discriminatory, or sexualised language**
- Shame, humiliate, or intimidate a child

Online Communication, Social Media, Photos / Videos

- Contact students through **personal social media accounts**
- Send private messages unrelated to school activities
- Taking photos or videos of children on personal devices without permission
- Posting images or videos of children on social media without permission

5. Physical Contact Guidelines

Physical contact should:

- Be **appropriate and necessary** for the situation
- Be **non-intrusive and respectful**
- Consider the **child's comfort and cultural background**

Physical contact should **never** be used for punishment or control.

6. Reporting Concerns

All staff and volunteers must report any concerns about child safety.

Concerns should be reported to the **Child Safety Officer**.

Where required, reports may be made to external authorities including:

- NSW Police
- Department of Communities and Justice (DCJ)

If a child is in immediate danger, **call 000**.

7. Breaches of the Code

Any breach of this Code of Conduct will be taken seriously and may result in:

- Further training or guidance
- Disciplinary action
- Suspension or termination of involvement with the organisation
- Referral to relevant authorities if required

Different types of child harm and abuse

Child abuse takes many forms. It can include psychological, physical and sexual abuse, grooming, misconduct and lack of appropriate care as defined below.

Psychological abuse (also known as emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Sexual abuse

This includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse, but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Reportable conduct means the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded—

- (a) a sexual offence,
- (b) sexual misconduct,
- (c) ill-treatment of a child,
- (d) neglect of a child,
- (e) an assault against a child,
- (f) an offence under section 43B or 316A of the *Crimes Act 1900*,

(g) behaviour that causes significant emotional or psychological harm to a child.

Acceptable and unacceptable behaviours in our organisation

The list of acceptable and unacceptable behaviours below are in relation to interactions of staff and volunteers with children who interact with our organisation's services, locations or activities.

I will:

- treat all children with respect
- uphold the rights of the child and always prioritise their needs
- make sure the needs of all children remain the paramount focus of any decision-making
- listen to and value the ideas and opinions of all children, and respond to them appropriately
- welcome all children and their families and carers, and ask them to participate in decisions around child safety
- actively promote safe and inclusive practices for all children, including those with diverse needs, circumstances and backgrounds, including children with disability
- adhere to the organisation's child safe policies, procedures and practices
- participate in all compulsory child safe training
- include a child's parent or carer in any direct online communication or correspondence.
- when transporting a child at work, take all reasonable steps to ensure at least two adults are travelling with the child at all times or put in place a suitable arrangement between my organisation and the parents or carers of the child. If the child is alone, they must sit in the back seat of the vehicle.
- let the organisation know about any out-of-hours contact with any children in the care of our organisation or who interact with our services, and make sure there is a valid reason for this contact and parents or carers are also aware of this contact.
- take all reasonable steps to protect children from harm and abuse, and report and act on any concerns or allegations (see reporting obligations below)
- report any conflicts of interest such as a relationship with a child that is outside the organisation
- raise concerns with the leadership team if risks to child safety are identified
- take a child seriously if they disclose harm or abuse and follow the correct procedures for responding to a disclosure
- make sure breaches of the Child Safe Code of Conduct and any instances of concerning behaviour from adults are reported immediately
- respect the privacy of children, and their families, and keep all information about child protection concerns confidential.

I won't:

- condone or participate in unsafe, harmful or abusive behaviour towards children, including psychological, physical and sexual abuse, grooming, misconduct or lack of appropriate care
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- exaggerate or trivialise child abuse issues
- persistently criticise or denigrate a child
- use hurtful, discriminatory or offensive behaviour or language with children
- verbally assault a child, or create a climate of fear
- deliberately prevent a child from forming friendships
- engage in unwarranted and inappropriate touching involving a child
- be alone with a child without supervision or adequate risk management in place
- have contact after hours with children
- encourage a child to communicate with me in a private setting, including online or on social media
- give personal gifts or benefits of any kind to a child unless direct permission has been given from the parent or carer
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- show sexual, violent or other inappropriate images to a child
- take videos or images of children interacting with the organisation or under the care of the organisation on a personal device without permission from the organisation

- share videos or images of children on social media without consent
- fail to report information to police or other relevant authorities if I know a child has been harmed or abused (see reporting obligations below).

Concerning behaviours

Concerning behaviours are behaviours that on their own may not constitute a breach of our Child Safe Code of Conduct but when viewed together may indicate grooming behaviour.

These include:

- Showing favour to one child over others
- Babysitting children without prior consent from the organisation (babysitting outside the organisation is only allowed in exceptional circumstances when the child and their family or carer is known has a pre-existing relationship with the staff member or volunteer outside the organisation)
- Participating in the lives of children outside the service without a valid reason
- Crossing professional boundaries with the children in our care
- Spending time alone with children
- Being 'child centric', which means showing a preference for hanging out with children rather than adults.

Internal and external reporting obligations

You must follow all internal and external reporting obligations set out in our organisation's Child Safe Reporting Policy, which is available on our website.

[Child Safe Policy – Sydney Saturday School of Japanese](#)

Criminal offences for not acting to protect children

Some breaches of this code of conduct may need to be reported to NSW Police, the Office of the Children's Guardian or the Department of Communities and Justice.

It is a criminal offence for adults not to report to police if they know or believe that a child abuse offence has been committed. In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove the risk of a child becoming a victim of child abuse.

The adult concerned should reach out to a leader/ child safety officer within the organisation if they are unsure of what may need to be reported externally.

Penalties for staff or volunteers who breach our Child Safe Code of Conduct

Staff or volunteers who breach our Child Safe Code of Conduct but do not commit a criminal offence may still be subject to disciplinary action. This can include increased supervision, appointment to a different role, additional training, suspension or termination from the service.

Concerning behaviours

If a staff member or volunteer shows patterns of concerning behaviour but do not commit a criminal offence, this may result in increased supervision and/ or additional training. If these behaviours of concern continue, the staff member or volunteer may be subject to disciplinary action, including appointment to a different role, suspension or termination from the service.

8. Approval

- Approved by: Midori Niwa, Chie Hiraoka, Haruna Ozawa
- Position: Presidents of School Committee
- Date: 28/03/2026