

# BCMA Code of Conduct - 2023



This Code of Conduct outlines appropriate standards of behaviour by all involved at the BCMA in regards children and fellow adults, to uphold the BCMA's standards of care & of zero tolerance towards any form of harm as outlined below.

**This Code of Conduct is to be read in conjunction with the Child Safety & Wellbeing Policy and Procedures document.**

The Code of Conduct demonstrates our commitment to protecting children, families, staff, contractors and volunteers, and reducing any opportunities for abuse or harm to occur. It also aids staff, contractors and volunteers by providing them with guidance on how to best support children and each other and on how to avoid or better manage difficult situations. In addition, our aim is to maintain the BCMA as a positive environment for all involved. All staff, contractors and volunteers are required to comply.

**Above all, the BCMA was created to provide a happy and safe place for all involved**, and it is up to each of us to ensure that our aims are upheld.

The welfare of the children and young people in our care is, and will always be, our first priority, and we have zero tolerance to abuse, which is any act committed against a child/young person involving:

- Physical violence/abuse
- Sexual offences/abuse
- Emotional or psychological abuse
- Neglect
- Racism
- Intolerance in any form

The BCMA proactively takes measures to protect children and all persons associated from abuse which also includes actions and attitudes that deliberately ignore, deny, denigrate or attack the culture of a person or community.

All BCMA staff, contractors and volunteers are responsible for promoting the safety and wellbeing of all involved by:

- Behaving as positive role models to students.
- Speaking of BCMA in positive and enthusiastic terms at all times whether on or off the premises.
- Promoting the classes and offering of the BCMA in a positive manner
- Complying with guidelines published by the BCMA with respect to child protection in the Child Safety & Wellbeing Policy and Procedures document.
- Being aware of aboriginal culture and preferably completing a study in a VACCA's (Victorian Aboriginal Child Care Agency), or similar workshop in Cultural Awareness
- Being vigilant and proactive regarding acceptance, safety and protection issues.
- Treating everyone with respect, including listening to and valuing their ideas, emotions and opinions
- Promoting the safety, participation and empowerment of any persons with a disability.
- Promoting the safety, participation and empowerment of those with multi-cultural and indigenous backgrounds, and showing complete respect for their cultural beliefs.
- Welcoming all children and their families and carers and being inclusive to all
- Respecting cultural, religious and political differences and acting in a culturally sensitive way
- Encouraging children to 'have a say' and then listening to them with respect.
- Providing age-appropriate supervision for children.
- Confidentially respecting the privacy of all, and only disclosing information to people who have a need to know.
- Being open in communications with management in regards areas of concern.
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns using the process outlined below.

BCMA staff and volunteers must NOT:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse. All must be reported to the Child Safety Representatives, Emma Sbardella and/or Paula Heenan
- Participate in or instigate any behaviours that are contrary to respectful care of all individuals.
- Participate in or instigate any behaviours that are contrary to the Child Safety and Wellbeing document.
- Use prejudice, oppressive behaviour or inappropriate language with or in front of anyone.
- Engage in open discussions of an adult nature in the presence of students.

- Use physical means or corporal punishment to discipline or control a student
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with any person or do things of a personal nature that may cause unease.
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Take or publish (including online) photos, movies or recordings of a child without parental/carer consent.

**Whenever there are concerns that any person is in immediate danger, the Police should be contacted on 000.**

I have read the BCMA Child Safety Policy together with this Code of Conduct and agree to abide by all directions outlined.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Manager \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_