



# Youth & Child Safety and Wellbeing Policy

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## 1.0 PURPOSE

This policy supports the St John Ambulance Australia Victoria ("St John") Organisational Statement of Commitment to Child Safety (Appendix 1) and explains the organisational expectations and responsibilities for all stakeholders regarding child safety.

This policy outlines the commitment to the participation and empowerment of children and young people in creating and maintaining a child safe organisation.

## 2.0 SCOPE

This policy applies to all employees, volunteers, members, contractors, parents/carers and any others who engage with St John or represent St John in any capacity.

## 3.0 RESPONSIBILITY

Youth and Child Safety is everyone's responsibility. Some specific responsibilities include:

### **The Board:**

The Board are required to endorse and ensure that appropriate resources are made available to ensure that the appropriate policies, procedures and culture are in place to safeguard against the risk of child abuse and to respond effectively if abuse is suspected or confirmed. The Board is responsible for supporting the CEO and Executive Management Team in the effective implementation and compliance of this Policy.

### **Chief Executive Officer (CEO)**

The CEO is responsible and accountable for taking all practical measures to ensure the St John Youth & Child Safety Policy is implemented effectively across all areas of the organisation and that a strong and sustainable safeguarding culture is maintained across the organisation.

### **General Manager People & Culture**

The General Manager People and Culture is responsible and accountable for ensuring the development and delivery of the child safety program in St John; the appointment and training of Child Safety Officers; the facilitation/investigation of any allegations or reporting of child abuse; and, to oversee any external reporting which may be required.

### **Child Safety Program Coordinator**

The Child Safety Program Coordinator is responsible for driving the child safety program including the education of key roles within the organisation. They are the primary contact for Child Safety Officers and responsible for reviewing child safety concerns and safeguarding reports.

### **Child Safety Officers**

Child Safety Officers are appointed by St John and are the first point of contact for raising a child safety concern within St John. They are responsible for championing child safety within St John and for assisting with coordinating responses to child safety incidents.

### **Executive Managers**

All executive team members are required to have a sound knowledge of this policy and are to ensure that the policy is applied within their departments. In addition, executive team members are required to ensure adherence to the policy principles with a child safety lens in any decision making. It is also their responsibility to ensure that child safety is included in induction and training programs within departments and to ensure adherence to the Child Safety Code of Conduct.

### **Adult Members/ Volunteers /Employees/Contractors**

Volunteers and employees are to act in accordance with the Child Safety Code of Conduct when dealing with children or youth and are to provide an environment where children and young people feel safe and are free from physical or verbal harassment or abuse. In addition, it is a requirement to ensure completion of and to maintain the prescribed Child Safety training as determined for your role within St John.

It is an expectation that all volunteers and employees make a report in line with the Youth & Child Safety Complaints and Reporting Procedure when a reasonable belief of abuse is formed. This includes when a suspected incident of child abuse is formed or there is a breach of the Child Safety Code of Conduct.

### **Youth Members**

Are to be aware that they have the right to report incidents or suspected incidents in which they have witnessed, experienced or believe to have occurred on or during a St John service, program or activity or having occurred outside of St John.

## 4.0 DEFINITIONS

### 4.1 CHILD ABUSE DEFINITIONS

Term	Definitions
<b>Child Abuse</b>	<b>Child abuse may take the following forms (this is not an exhaustive list):</b>
<b>Physical Abuse</b>	<p>Physical <b>abuse</b> occurs when a person purposefully injures or threatens to injure a child. The abuse can take the form of (but is not limited to) slapping, punching, shaking, kicking, throwing, burning, biting, poisoning, shoving, pushing holding or grabbing. An injury may take the form of bruises, cuts, burns or fractures. Physical abuse may leave no physical injury.</p> <p>This abuse can also be the result of 'Hazing' (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group). Additionally, physical abuse can be a single incident or a number of different incidents that take place over time.</p> <p>The 'level of harm' occasioned is not necessarily relevant to determining that physical abuse has occurred, rather, that harm has or has not occurred. For harm to be 'significant' the detrimental effect on a child's wellbeing must be substantial or serious and be demonstrated through the child's presentation, functioning or behaviour</p>
<b>Emotional Abuse</b>	<p>Emotional <b>abuse</b> occurs when a child is repeatedly rejected or frightened by threats. The abuse can involve name calling, being put down or continual coldness from a person to the extent that the behaviour of the child is disturbed, or their emotional development is at serious risk of impairment (this can include the effects of bullying). It also includes exclusion or bullying through social media.</p>
<b>Sexual Abuse</b>	<p>Sexual <b>abuse</b> occurs when a child is used by a person (being either an adult, or another child or adolescent) for his or her own sexual stimulation or gratification. Child sexual abuse can occur via contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography, accessing pornography, the retention of pornography or involving a child in the making or sending of child pornography.</p>

Term	Definitions
<b>Grooming</b>	<p><b>Grooming</b> occurs when communication or conduct is linked to facilitating the involvement of a child in sexual behaviour with an adult. Children are particularly vulnerable to grooming through 'social media'. Indicators of 'grooming' include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Developing special relationships with, favouring or giving gifts to a child;</li> <li>• Inappropriate interactions with children either in person or via forms of media and electronic devices;</li> <li>• Asking a child to keep a secret about any aspect of their relationship;</li> <li>• Testing of or ignoring professional boundaries, rules or the child safety code of conduct;</li> </ul>
<b>Neglect</b>	<p><b>Neglect</b> occurs when there is a failure to provide a child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health, safety, or development of a child is significantly impaired or placed at risk.</p>
<b>Exposure to Domestic or Family Violence</b>	<p><b>Exposure to Domestic or Family Violence</b> occurs when a child witnesses or experiences the chronic domination, coercion, intimidation and victimisation of one person by another physical, sexual or emotional means within a domestic relationship</p>
<b>Sexually Harmful Behaviour</b>	<p><b>Sexually Harmful Behaviour</b> involves a child or young person (17 years of age or younger) engaging in sexual activity that is either unwanted or where, due to the nature of the situation, the other party is not capable of giving consent (e.g. children who are younger or who have cognitive impairment). In children under 10 years of age, such behaviour is usually referred to as sexually problematic behaviour.)</p>
<b>Cumulative Harm</b>	<p><b>Cumulative harm</b> refers to the effects of multiple adverse or harmful circumstances and events in a child's life. Cumulative harm may be caused by an accumulation of a single recurring adverse circumstance (such as unrelenting low-level care); or by multiple circumstances or events (such as persistent verbal abuse and denigration, inconsistent or harsh disciplines and /or exposure to family violence).</p>

## 4.2 GENERAL DEFINITIONS

Term	Definitions
<b>Code of Conduct</b>	<p>A code of acceptable and unacceptable behaviours which apply to all adults, members, employees, contractors, and associates of St John. Specific Codes of Conduct in St John include:</p> <ul style="list-style-type: none"> <li>- Code of Conduct Policy (PRO-PAC-002)</li> <li>- Child Safety Code of Conduct</li> <li>- Code of Conduct for Parents</li> <li>- Code of Conduct for Youth Members</li> </ul>
<b>Employee</b>	A person engaged employment with St John on a casual, permanent, full time, part time or temporary basis. This includes contractors who may be engaged to provide services to St John i.e. through an agency.
<b>Member/Volunteer</b>	An adult (over 18 years of age) engaged on a voluntary basis through a St John program and who is not a Youth Member.
<b>Youth Member</b>	A member engaged in the St John Youth program between the ages of 12-18.
<b>Child/Children</b>	Any person under the age of 18.
<b>Criminal Record Check/National Police Check</b>	A check of all offences that a person has been found guilty of or pending court appearances that is undertaken by a National Police Check Provider. This enables St John to identify any offences or criminal history that may be incompatible with the Child Safety Code of Conduct.
<b>Working With Children Check</b>	A check and ongoing monitoring process undertaken by the Department of Justice and Community Safety which covers specific offences relating to children and some offences related to adults. The Department of Justice monitors charges, offences and reportable conduct to continuously assess to person suitability to work with children.
<b>Child Safety Officer</b>	An appointed role within St John to create awareness of child safety issues, assist with training and to be a primary point of contact to report any child safety or safeguarding concerns, allegations or breaches of the child safety code of conduct.
<b>Young person</b>	A person under the age of 18 who is engages in a St John service, program or activity

## 5.0 Policy

**St John has zero-tolerance for any form of child abuse.** St John is committed to ensuring that the safety of children and young people is paramount in any decision-making process.

St John is committed to creating environments where children and young people are informed about their rights and understand the organisation's child safety approach.

St John is committed to promoting child safety in all environments in which we engage with children and young people, in order to reduce the risk of harm.

### 5.1 APPLICATION PRINCIPLES

The St John Youth & Child Safety Policy and reporting procedures are underpinned by the Victorian Child Safe Standards. The St John Principles for safeguarding children include:

- St John aims to establish a culturally safe environment in which the diverse needs of young people are respected and valued.
- Child safety and wellbeing is embedded in all aspects of organisational culture, governance and leadership.
- Children and young people are informed about their rights, are taken seriously and have opportunities to participate in decisions affecting them.
- Families and communities are informed and involved in child safety and wellbeing within St John.
- Equity is upheld and diverse needs respected in both policy and practice.
- Adults working with youth and children are suitable and supported to reflect child safety and wellbeing values and practices.
- Processes to respond to complaints and concerns are child focused.
- Employees and members/volunteers are equipped with the knowledge, skills and awareness of organisational safeguarding practices to keep children and young people safe through ongoing training and education.
- Physical and online environments promote safety and minimise opportunities for children and youth to be harmed.
- Implementation of the Victorian child safe standards is regularly reviewed and improved.
- Policies and procedures relating to St John child safety and wellbeing are regularly reviewed and updated to reflect contemporary practice.

## 5.2 RECRUITMENT, SCREENING AND PRE-EMPLOYMENT CHECKS

As part of St John's commitment to ensuring a child safe organisation all employees and volunteers commencing with St John are required to undergo a screening process to assist in determining their suitability for working with or around children and vulnerable people.

These include but are not limited to:

- An interview process which includes relevant questions relating to safeguarding and child safety.
- Obtaining and/or maintaining a current Working with Children Check Card (in line with PRO-PAC-027)
- Completing a National Police Criminal Records Check (in line with PRO-PAC-018)
- Conducting a minimum of 2 reference checks for all adult volunteers, permanent and full-time employees and a minimum of 1 referee check for casual or contracted employees.

The reference checks will include questioning around any concerns the person may have with regards to the candidate working with, supervising or being around children.

All recruitment advertisements contain the following Child Safety Commitment Statement:

*"St John is committed to the safety and wellbeing of all children and young people who participate in St John activities, programs, events or services. **St John has zero tolerance for child abuse.** We take all allegations and concerns about abuse very seriously. St John will always strive to ensure that children do not experience neglect, abuse, harm or exploitation during their involvement with us."*

## 5.3 RECORDS MANAGEMENT & THE CHILD SAFETY REGISTER

St John will keep and maintain a child safety register within the People and Culture Department.

All reports of child abuse and child safety incidents shall be recorded in the Child Safety Register held by People and Culture for 100 years.

In maintaining records on child abuse St John will maintain confidentiality and privacy for children and families in accordance with the requirements of the *Privacy Act* (1988).

## 5.4 CHILD SAFETY TRAINING

All employees and volunteers are required to complete child safety awareness training as defined for their position. As a minimum:

- All Volunteers are required to complete the National Child Safety Awareness Course eLearning as part of the recruitment process and then on an annual basis
- All Employees are required to complete the National Child Safety Awareness Course eLearning within 3 months of being engaged and subsequently on an annual basis

Support material and key documents Child Safety in St John are available on the St John website and can be accessed by the following link <https://www.stjohnvic.com.au/childsafe/>

Managers are to ensure completion of training as part of professional development and the annual performance review process.

## 5.5 REPORTING

**If anyone is in immediate danger, always contact Triple Zero (000) immediately.**

All members, volunteers, employees and stakeholders are expected to report child safety and safeguarding concerns in relation to children by following the Youth & Child Safety Complaints & Reporting Procedure (PRO-PAC-025)

St John is a child safe organisation with zero-tolerance for any harm, abuse or neglect.

Any reports of child safety incidents, suspected incidents, safeguarding concerns, breaches of policy or breaches of the Child Safety Code of Conduct are to be reported in accordance with the Youth & Child Safety Complaints and Reporting Procedure.

A Child Safety Officer can be contacted through the St John Child Safety line on 03 9483 4386. Reports of a non-urgent nature can also be made in writing using the Child Safety Incident Form on the website <https://www.stjohnvic.com.au/childsafe/> or by emailing [childsafety@stjohnvic.com.au](mailto:childsafety@stjohnvic.com.au)

Where a child is in danger the internal reporting process is not to delay any external reporting responsibilities.

Under Victorian legislation any adult involved in St John may also be required to report directly to Victoria Police or other appropriate government authorities. If a matter is reported to Victoria Police, or Child Protection authorities, St John will act in accordance with their instructions.

This Policy does not change any requirements for legislated mandatory reporters to report matters of abuse in accordance with legislation.



## 5.6 INVESTIGATION

Where it may be determined that an incident has occurred which is not required to be reported to external authorities, an internal investigation may be conducted St John. The General Manager People and Culture is responsible for oversight of investigations.

Investigating and responding to allegations of abuse must be undertaken with the utmost sensitivity and confidentiality. The General Manager People and Culture may suspend a member, employee or persons involvement in St John while an investigation (internal or external) takes place. St John will endeavour to complete any investigation as soon as possible.

The outcome of an internal investigation could include, termination, a written warning, further training or a performance review plan, or a decision for no further action. A decision to terminate a volunteer or employee can be made by the General Manager People & Culture

Where a person disagrees with a sanction or determination an appeal can be made to the CEO who is ultimately responsible for the decision to suspend or terminate the membership or employment of any person involved in St John.

Where a report or allegation is made against a Board Member or the General Manager People & Culture, the CEO is to oversee any investigation or external reporting requirements. Where a report or allegation is made which involves the CEO, the Chair of the Board is to oversee any investigation and/or external reporting requirements.

## 5.7 NON-COMPLIANCE WITH THIS POLICY AND THE CODE OF CONDUCT

St John will strictly enforce this Policy and the Codes of Conduct. Where non-compliance is alleged, St John will refer the matter to external authorities as required and act in accordance with the directions from that authority. If external reporting is not required, St John may initiate an internal investigation.

- Outcomes from an investigation or incident of non-compliance may include:
- Emphasising the relevant element of the child safeguarding policy and procedure in breach
- Providing closer supervision
- Ongoing monitoring or performance review
- Further education and training
- Referral to external support services
- Reviewing current policies and procedures and developing new policies and procedures or improving existing policies and procedures where necessary
- Disciplinary procedures, if required, including suspension and/or termination of membership/employment.

St John will terminate any person where an allegation of abuse has been proven through a court of law. Where an incident does not meet the threshold for police to act, St John will make a determination on the matter and will always act in the interests of safeguarding children.

## **5.8 DIVERSITY & CULTURAL SAFETY**

St John is committed to identifying and ensuring the safety needs of particularly vulnerable children and young people, for example: Aboriginal and Torres Strait Islander children and young people, children and young people with disabilities, children and young people from culturally and linguistically diverse backgrounds, lesbian, gay, bisexual, transgender and intersex children and young people) are met.

## **5.9 NATIONAL REDRESS SCHEME**

St John is fully supportive of the National Redress Scheme and is a participant of the Scheme. St John will comply with all reasonable requests for information which come through the Scheme.

## **5.10 COMMUNICATION AND ACCESS**

This policy, along with the Child Safety Procedure and the Code of Conduct will be communicated in the following ways:

- Provided to all adult members/volunteers and employees upon joining St John.
- Posted on the member and employee Intranets.
- Published on the public website
- Provided during annual training
- Displayed in Divisional meeting locations

## **6.0 RELATED DOCUMENTS**

### **6.1 INTERNAL DOCUMENTS**

- Organisational Statement of Commitment to Child Safety
- Child Safety Code of Conduct
- Code of Conduct for Youth Members
- Code of Conduct for Parents
- St John Ambulance Australia National Child Safety Standards
- PRO-PAC-025 – Youth & Child Safety Complaints and Reporting Procedure
- POL-PAC-002 – Code of Conduct Policy
- PRO-PAC-027 – Working with Children Procedure
- PRO-PAC-018 – Criminal Record Check Procedure
- PRO-PAC-008 – Investigation Procedure
- PRO-PAC-024 – Dispute and Grievance Resolution Procedure
- PRO-PAC-029 – Performance Counselling & Disciplinary (Volunteers) Procedure

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Approved: CHIEF EXECUTIVE OFFICER

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## 6.2 RELATED LEGISLATION

- Australian Human Right Commission Act 1986
- Australian Human Rights Commission Amendment (National Children's Commissioner) Act 2012 (Cth)
- Commission for Children and Young People Act 2012 (Vic.)
- Children, Youth & Families Act 2005
- Wrongs Amendment (Organisational Child Abuse) Act 2017 (VIC)
- Child Wellbeing and Safety Act 2005 (VIC)
- Combatting Child Sexual Exploitation Legislation Amendment Act 2019
- Crimes Amendment (Protection of Children) Act 2014 (VIC)
- Children, Youth and Families Act 2005 (VIC)
- Children Legislation Amendment (Reportable Conduct) Act 2017
- Crimes Amendment (Grooming) Act 2014 (VIC)
- Crimes Act 1958 (VIC)
- Equal Opportunity Act 2010
- Fairwork Act (Cth) 2009
- Occupational Health and Safety Act 2004
- Worker Screening Act 2020 (VIC)
- Children Legislation Amendment (Information Sharing) Act 2018 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Victorian Child Safe Standards

## 7.0 REVIEW

The General Manager People and Culture will be responsible for reviewing and updating this policy biennially, or whenever relevant state legislation or Government guidelines are changed or following a major child safety or safeguarding incident.

To ensure continuous improvement and reflection the General Manager People and Culture is responsible for ensuring that any amendments or reviews of this policy meet the following criteria:

- The Policy meets the requirements of and is fully in line with the Child Safe Standards
- That the policy is reviewed and endorsed by the St John Child Safety Advisory Group
- That consultation occurs with employees, volunteers, youth members, parents and other relevant communities where feedback can be provided and documented as part of the review of the policy.
- An analysis of complaints, concerns, incidents or breaches of policy are reviewed to assist in identifying systemic weaknesses.
- Any amendments or version updates will be communicated to all employees and volunteers through the website, intranet and direct communication with employees, volunteers, parents and other key stakeholders.

## 8.0 APPENDICES

**APPENDIX 1** - Statement of Commitment to Child Safety

**APPENDIX 2** – Child Safety Code of Conduct



## St John Ambulance Victoria Statement of Commitment to Child Safety

### St John has zero tolerance for child abuse.

St John Ambulance Victoria (St John) is committed to the safety and wellbeing of all children and young people who participate in St John activities, programs, events or services (programs). We want children to be safe, supported, nurtured and empowered while involved in our programs and we will take a preventative, proactive and participatory approach to child safety.

We take all allegations and concerns around abuse very seriously. We will always strive to ensure that children do not experience neglect, abuse, harm or exploitation during their involvement with St John. St John is committed to providing a child safe environment where children are safe and feel safe, have a positive experience, and their voices are heard. We will always listen to children and value what they say, support them when their safety or wellbeing is threatened, empower them to participate in decisions which affect their lives and address any concerns that they raise.

St John values the input of parents, guardians and carers. We will listen to and communicate regularly with parents, guardians or carers of children engaged with St John. We will endeavour to support families and communities in promoting the healthy and safe development of children. We will communicate honestly, transparently and openly with parents, guardians or carers about their child and the safety or wellbeing of their child, except where not permitted to do so by law.

St John will pay particular attention to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

We will strive to engage only the most suitable people to work in our organisation. We will undertake all legislated screening and ensure that high quality employee and volunteer supervision occurs. All members of St John have a responsibility to understand the important and specific role they play individually and collectively in ensuring that the wellbeing and safety children. We believe that, when engaged in programs in which children participate, all members have a role to play in ensuring that the safety and wellbeing of children is at the forefront of all they do and in every decision they make.

St John fosters a culture of openness where any person can safely disclose risks of harm to children without fear of repercussions, victimisation or retaliation. We have policies and procedures aimed at protecting those people who speak out about abuse.

St John will provide employees and volunteers with education on child safety. We will ensure that education on appropriate and acceptable conduct and behaviour towards children is included in our training.

St John will provide a range of resources targeted at children engaged in our youth program, empowering them to speak out if they are worried or feeling unsafe. We will ensure that these resources are age-appropriate and include people or places children can seek help from if they are feeling worried or unsafe.

St John will cooperate with relevant agencies in working to ensure the safety and wellbeing of children. We have policies, procedures and training in place that support our members to make prompt decisions about child safety, including the reporting of allegations or suspicions of abuse, and share information appropriately and lawfully. We also have legal and moral obligations to contact the authorities when we are worried about the safety or wellbeing of a child.

**Gordon Botwright**  
Chief Executive Officer

# child safety

## CODE OF CONDUCT



St John Ambulance Australia (St John) is committed to the safety and wellbeing of children. We recognise the importance of providing a safe environment for all children accessing our services, activities and programs.

Our Members should always respect and foster the dignity and self-esteem of children, and empower them to speak out if they feel unsafe. In turn, St John aims to foster a culture where Members can freely raise concerns about child safety.

This Code of Conduct aims to provide guidance to Members appropriate conduct when working with children. It is intended to complement legislation, St John policies and professional standards (as these apply to Members).

### ACCEPTABLE BEHAVIOURS

#### DO:

- uphold this Code of Conduct and St John's child safety policies and procedures—keep a copy handy, such as on your personal computer or device
- respect the rights, dignity, diversity and worth of all members, regardless of difference
- uphold the principles of equity in working with children (e.g. making reasonable adjustments if possible)
- treat children and their families with respect, fairness, professionalism and courtesy
- listen and respond to the views and concerns of children particularly if they are disclosing that they or another child has been harmed or is at risk of harm
- promote the cultural safety, participation and empowerment of children from Aboriginal and Torres Strait Islander, culturally and linguistically diverse and migrant backgrounds, and children with a disability
- establish and maintain a child safe environment in the course of your work
- act as a positive role model
- respect the privacy and confidentiality of children and handle personal information in line with St John's Privacy and Information Handling Policies.
- understand the limitations relating to privacy and confidentiality regarding child abuse. If you believe or suspect a child is being harmed, is at risk of harm, or an allegation or disclosure has been made, this must be reported
- adhere to the Youth Member Behaviour Management Policy, including the available responses for breaches to Agreed Codes of Behaviour and Code of Conduct
- be vigilant and proactive about child safety and report all allegations, suspicions or concerns promptly
- understand and comply with reporting obligations
- ensure that all communications are safe, respectful and promote the good image of St John
- maintain appropriate boundaries and ensure a professional and appropriate tone in all social media interactions, especially with children\*

\* Some members role requires them to manage social media pages and this may require the member to 'friend' a young member of another St John entity. In this case, communications must relate strictly to the members role. Contact outside of that role is prohibited. Members should never engage in conduct that would contravene St John's Social Media Policy.

**Making first aid a part of everybody's life.**



## UNACCEPTABLE BEHAVIOURS

You must **NOT**:

- engage in any activity with a child that is likely to cause harm including participating in any behaviour that would constitute abuse, neglect, exploitation, harassment, discrimination or victimisation
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a 'special' relationship with a child, or ignore the behaviours of other adults, that could be seen as favouritism, overly familiar, inappropriate or 'grooming' behaviour
- exhibit behaviours or engage in activities with children which may be interpreted as inappropriate, including the use of language (e.g. profane or sexualised) or discussion of topics that are adult in nature
- initiate unnecessary physical contact with a child, including doing things for the child they can do themselves (e.g. toileting), unless delivering a medical service where touch is necessary to assess or treat the child
- use physical means to discipline or control a child
- be in a one-to-one situation with a child, including transportation\*\*
- take a child that is engaged in a St John service, activity or program to our homes\*\*
- communicate directly with a child through personal or private contact channels (including by social media, email, instant messaging, chat rooms, gaming sites, texting etc) outside of St John's programs, your position description or without oversight
- seek contact with a child outside of St John's programs, including participating in any private social function at the request of a child
- express personal views on culture, race or sexuality in the presence of children
- participate in sexual or intimate behaviour while in a St John environment, including between consenting members above the legal age of consent
- engage in a sexual act with a child
- request that a child keeps communication with an adult a secret from their parents/carers
- photograph or video a child without their consent and the consent of their parents/carers
- store photographs or video of a child engaged in St John services, activities or programs for personal use. Photographs and video taken of children engaged in St John services, activities or programs must be used for official St John purposes only
- give gifts to a child outside of St John programs, unless authorisation is obtained for gift-giving
- consume or supply alcohol and/or other drugs under any circumstances in a St John environment or an environment where you have a duty of care for children
- form an intimate relationship with any child over whom you have direct authority
- engage with children online in a way that may be considered to be abusive or inappropriate, including the use of language or topics that are adult in nature (e.g. profane or sexualised) and behaviours that may constitute grooming.
- discuss or show content of an intimate, mature or adult nature in the presence of children, or use sexual innuendo or participate in sexually suggestive behaviour with children
- treat a child unfavourably or discriminate because of disability, age, gender, race, culture, vulnerability, sexuality or ethnicity

\*\* Should a situation arise where such measures are necessary, preventative practices should be adopted. See the National Child Safety Guidelines for more information.

## BREACHING THE CHILD SAFETY CODE OF CONDUCT

All Members, contractors and visitors are required to comply with this Code of Conduct. It applies in all situations—including at youth activities and events, when treating a casualty or using digital technology for example.

If you breach this Code of Conduct, you may face disciplinary action. For serious breaches, this may even be termination of your involvement with St John. Serious breaches may be reported to the police.

There may be special situations where a member may need to operate outside of the Code, such as during an emergency. Members should always attempt to seek authorisation for any action that breach this Code of Conduct. You must also advise St John of any action(s) taken that breach this Code of Conduct as soon as possible.

## CHAMPIONS

The Australian Chief Executive Officer (CEO) will support the implementation and monitoring of this Code of Conduct. The CEO will also provide information and support to members to enable the Code of Conduct to operate effectively. All adult Members will champion this Code of Conduct.

**IF A CHILD IS AT IMMEDIATE RISK OF HARM, CALL **TRIPLE ZERO (000)**.**