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| <br><b>PUFFING BILLY RAILWAY</b> | <b>PUFFING BILLY RAILWAY</b>      | <b>Document<br/>Number<br/>ETRB S 002</b> |
|   | <b>Child Safe Code of Conduct</b> |   |

## 1 Purpose

This Child Safe Code of Conduct has been implemented to support Puffing Billy Railway's obligations regarding Child Safe Standard 3.

The Child Safe Code of Conduct aims to protect children and reduce the opportunities for child abuse or harm to occur. It outlines appropriate standards of behaviour and provides guidance on how best to avoid and manage risky behaviours and situations. It is to be read in conjunction with Puffing Billy Railways' Child Safe Policy, Child Safe Reporting and Response Procedures and relevant legislation.

## 2 Scope

All employees, volunteers, sub-contractors and other people engaged to work at Puffing Billy Railway - **PBR Workers** are required to adhere to this code by observing the expectations for appropriate behaviour below.

This Code of Conduct applies to all aspects of work at Puffing Billy Railway, including the use of digital technology and social media.

## 3 Compliance

Failure to adhere to this code may result in disciplinary action and, in serious cases, termination of your employment or engagement.

## 4 Code of Conduct

In order to meet the requirements of the Child Safe Code of Conduct, all people to which the Code applies must:

- adhere to the Puffing Billy Railway Child Safe Policy and Child Safe Reporting and Response Procedures;
- take reasonable steps to protect children from harm and risk of child abuse;
- treat all children with dignity, equality and respect;
- be sensitive to the needs of:
  - Aboriginal children;
  - children from culturally and/or linguistically diverse backgrounds; and
  - children with a disability.
- model appropriate adult behaviour toward children at all times;
- listen to and value the ideas and opinions of children and respond to their needs appropriately;
- develop positive relationships with children, parents/guardians and other PBR Workers based on mutual respect, trust and open communication;
- be professional in your interactions through use of language, presentation and manner;
- respect the privacy of children, parents/guardians and other PBR Workers and only disclose information to those who have a need to know;



- be aware of risks with communication and behaviour between adults and children (including through digital technology and social media);
- promptly report any child safety concerns or suspicions of child abuse in accordance with the Child Safe Reporting and Response Procedures;
- work with children in an open transparent way; and
- encourage children to have a say and participate in matters that are important to them.

All people to which the Child Safe Code of Conduct applies must not:

- discriminate against any child on the basis of age, gender (including transgender status), race, culture, religion, vulnerability (including disability) or sexuality;
- marginalise or exclude children;
- subject children to any form of physical punishment, social isolation, immobilisation or any other conduct likely to frighten or humiliate;
- engage in open discussions of a mature and adult nature in the presence of children;
- seek to use children in any way to meet the needs of adults;
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm;
- engage in behaviour intended to shame, humiliate, oppress, belittle or degrade children;
- engage in any activity with a child that is likely to physically or emotionally harm them including rough physical games;
- photograph or video a child without the informed consent of their parent or guardian or publish a photograph or video of a child without such consent and the consent of Puffing Billy Railway management;
- engage with children while under the influence of alcohol or illicit drugs;
- distress a child for the purpose of eliciting a dramatic reaction;
- initiate unnecessary physical contact with, or show overly familiar affection towards children, or do things of a personal nature that children can do for themselves, such as toileting or changing clothes;
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or extra attention;
- exchange personal contact details such as a phone number, social networking site or email addresses with children; and
- have unauthorised contact with children in person, online or by phone.

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## 5 Definitions

**Aboriginal** In this policy, the term Aboriginal refers to Aboriginal and/or Torres Strait Islander people

**Child safety concern** A child safety concern is any concern relating to the physical, emotional or cultural safety of a child with whom Puffing Billy Railway has contact (either directly or indirectly) including, but not limited to, allegations or suspicions of child abuse such as:

- exposure to a child of inappropriate content within the work environment;
- inappropriate or special relationships developing between an adult and a child that may indicate grooming behaviour;
- inadequate staff-child supervision;
- feelings of discomfort about interactions between an adult and a child;
- concerns about a physical environment that poses a risk for children (including health and hygiene);
- concerns about a child being denied their right to culture and identity or other discriminating practice;
- any action or inaction that does not adhere to the Child Safe Code of Conduct.

Child safety concerns may be identified through:

- a suspicion or belief that abuse or harm has occurred or is likely to occur;
- a disclosure made by a child, their parent/guardian, an external agency or any other person;
- observations of concerning changes in a child's behaviour or presentation;
- observations of concerning behaviour about a person's conduct towards or in the presence of a child.

**Child abuse** Child abuse includes:

- sexual abuse or exploitation;
- physical abuse or violence;
- serious emotional and psychological abuse;
- serious neglect.

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## 6 Supporting documentation

### Policies and procedures

Child Safe Policy ETRB PO 020  
 Child Safe Reporting and Response Procedures ETRB P 007

### Legislation

*Child Wellbeing and Safety Act 2005* (including Child Safe Standards as Gazetted on 31 December 2015)  
*Child Wellbeing Regulations 2007*  
*Commission for Children and young People Act 2012*  
*Children Youth and Families Act 2005*  
*Charter of Human Rights and Responsibilities Act 2006*

## 7 Compliance and assurance activities

| <b>Task</b>  | <b>Documentation method</b> |
|--|-----------------------------|
| Annual child safety training                                   | Managed by Human Services   |
| Position descriptions for roles intended to work with children | Managed by Human Services   |
| Pre-employment checks  | Managed by Human Services   |

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## 8 Document information and control

### Information

|                       |                            |
|-----------------------|----------------------------|
| <b>Document ID</b>    | ETRB ST 002                |
| <b>Document title</b> | Child Safe Code of Conduct |

### Responsibility

|                       |                               |
|-----------------------|-------------------------------|
| <b>Policy owner</b>   | Chief Executive Officer       |
| <b>Policy author</b>  | Human Services Manager        |
| <b>Approving body</b> | Emerald Tourist Railway Board |

### Version control and change history

| Version number                    | Approval date | Approved by | Amendment |
|-----------------------------------|---------------|-------------|-----------|
| 1                                 | 07/06/2018    | ETRB        | Nil       |
|                                   |               |             |           |
|                                   |               |             |           |
|                                   |               |             |           |
|                                   |               |             |           |
| <b>Post implementation review</b> |               |             |           |
| Due date:                         |               | 07/06/2020  |           |

### Monitoring and review

This policy will be monitored and updated as required and reviewed in no more than two years from the date of implementation.