

K.Y.M. (Victoria) Inc. (K.Y.M.) is committed to the safety and wellbeing of children and young people. Our organisation recognises the importance of, and a responsibility for, ensuring K.Y.M. is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive. Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people within K.Y.M.

The Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of training hours and in other locations provided by K.Y.M. for student use (for example, a class excursion).

The CEO and Board Members of K.Y.M. will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and an orderly environment. The CEO and Programs Coordinator will also provide information and support to enable the Code of Conduct to operate effectively

Acceptable Behaviours.

All personnel of K.Y.M. are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Upholding K.Y.M.'s commitment to child safety at all times and adhering to K.Y.M.'s Child Safe Policy and other policies
- Taking all reasonable steps to protect children from abuse
- Treating children in the K.Y.M. community with respect both within and outside the K.Y.M. environment as part of normal social and community activities; including listening to and valuing their ideas and opinions
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Welcoming all children and their families and carers and being inclusive
- Promoting the cultural safety, participation and empowerment of Aboriginal children, children with cultural and/or linguistically diverse backgrounds, children with a disability, children who are unable to live at home, children who are vulnerable and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) children
- Ensuring as far as practicable, that adults are not alone with a child -one to one interactions between an adult and a child are to be in open space or in line of sight of another adult
- Modelling appropriate adult behaviour
- Reporting any allegations of child abuse or other child safety concerns K.Y.M.'s Child Safety Officers Annette Hunkin and Indi Mills
- Understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety CSS 145 Child Safe Reporting Policy and Procedure
- Complying with our guidelines on physical contact with children (see following unacceptable behaviours)

- If child abuse is suspected, ensuring as quickly as possible that the child/children are safe and protected from harm
- Respecting the privacy of children and their families and only disclosing information to people who need to know

Unacceptable Behaviours

Staff, volunteers, contractors, and any other member of the K.Y.M. community involved in child-connected work must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- Develop 'special' relationships with any child that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- Display behaviours or engage with children in ways that are not justified by the educational or professional context
- Initiate unnecessary physical contact with children or do things of a personal nature that the child can do for themselves, such as toileting or changing clothes
- Treat a child unfavourably or discriminate on the basis of age, gender, race, culture, vulnerability, sexuality or ethnicity
- Ignore behaviours by other adults towards children when they appear to be overly familiar or inappropriate
- Discuss content of an intimate nature or use sexual innuendo with a child, except when needed to deliver course curriculum or professional guidance
- Communicate directly with a child or their family through personal or private contact channels (including by social media, email, instant messaging, texting etc.), except where that communication is reasonable in all the circumstances, related to K.Y.M. work or where there is a safety concern or other urgent matter
- Photograph or video a child in the K.Y.M. environment where required for duty of care purposes
- At K.Y.M. or at other K.Y.M. events where children are present, consume alcohol contrary to K.Y.M. policy or take illicit drugs under any circumstances
- Have contact with any child outside of K.Y.M. work hours except when needed to deliver course curriculum or professional guidance and parental permission has been sought

All K.Y.M. staff, volunteers, contractors and any other member of the K.Y.M. community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement. In instances where a reportable allegation has been made, the matter will be managed in accordance with the Commission For Children and Young People's Reportable Conduct Scheme guidelines and may be subject to referral to Victoria Police. All breaches and suspected breaches of K.Y.M.'s Child Safety Code of Conduct must be reported to Child Safety Officers Annette Hunkin and Indi Mills.



Annette Hunkin
Chief Executive Officer

01/07/2022