

Queenscliffe Literary Festival Inc (A0093967L)
Child Safe Standards
Code of Conduct

All volunteers at child-related-events and committee members of Queenscliffe Literary Festival Inc are required to observe child safe principles and are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Queenscliffe Literary Festival Inc child safe standards and practices at all times, as set out in our Statement of Commitment and Code of Conduct
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any child safety concerns or allegations of child abuse to the Queenscliffe Literary Festival Inc Child Safety Officer, and ensuring any allegation is reported to the police or child protection
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must behave in an appropriate manner in the company of children at all times and must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometimes, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- engage in unwelcome personal or online contact with a child or their family
- ignore or disregard any suspected or disclosed child abuse.

The above list is not exhaustive and other behaviours may also be considered inappropriate.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Queenscliffe Literary Festival Inc Child Safety Officer.

If you believe a child is at immediate risk of abuse phone 000.

Child Safety Officer contact details:

queenscliffeliteraryfest@gmail.com

qlitfest@gmail.com