



Portland CEMA Inc Child Safety Code of Conduct – 2025

Code of Conduct for members of Portland CEMA Inc, volunteers and/or contractors working with children and young people.

POLICY OBJECTIVE

This Child Safety Code of Conduct sets out Portland CEMA Inc's commitment to ensuring it discharges the obligations and expectations contained in National Principles for Child Safe Organisations (2019)¹ and the Victorian Child Safe Standards (2025)².

DEFINITION

For the purpose of this policy and associated codes and documents Portland CEMA Inc defines a child as a person under the age of 18 years. Unless otherwise specified the terms, "child", "children" and "young people" are to be considered interchangeable.

CHILD SAFETY CODE OF CONDUCT

Members of Portland CEMA Inc, volunteers and/or contractors at Portland CEMA Inc are required to abide by the Child Safety Code of Conduct.

Portland CEMA Inc recognises, respects, and promotes its responsibilities to keep children safe from abuse and commits to ensuring the safety of children as a top priority.

Portland CEMA Inc values diversity and will not tolerate child abuse or discriminatory practices. The Child Safety Code of Conduct aims to protect children and reduce opportunities for child abuse or harm to occur. It is intended to complement The Portland CEMA Inc's other related policies and procedures and Incorporation Rules.

The Child Safety Code of Conduct applies to the broad range of situations where interaction with children and young people may occur in the delivery of Portland CEMA Inc's programs, including through digital technology and social media.

¹ [National Principles for Child Safe Organisations | National Office for Child Safety](#)

² [CCYP | Child Safe Standards](#)



Under the advice of the Portland CEMA Inc President and/or nominated Child Safety Officer, members will:

1. be responsible for the overall welfare and wellbeing of members and volunteers.
2. be accountable for managing and maintaining a duty of care towards staff and volunteers.
3. authorise the Child Safety Officer to provide information and support to all members, volunteers, children, young people and their carers regarding child protection matters.
4. authorise the Child Safety Officer to provide guidance on appropriate procedures when a potential breach of the Code occurs.

All members involved in the interaction with, or supervising of, children on behalf of Portland CEMA Inc will read and agree to the following Code.

CONSEQUENCES OF BREACHING THE CHILD SAFETY CODE OF CONDUCT

A breach of the Child Safety Code of Conduct by any member of Portland CEMA Inc volunteers and/or contractors will result in disciplinary action being taken against them in accordance with Portland CEMA Inc's Incorporated Rules, disciplinary and grievance procedures. In addition to any action that may be taken according to Portland CEMA Inc's disciplinary policy, matters that indicate potential criminal conduct will be reported to police for investigation.

I will:	● hold and keep current a Victorian Government issued Working With Children Check or VIT and provide Portland CEMA Inc with a photo copy emailed to: memberships@portlandcema.org.au ● act in accordance with Portland CEMA Inc's Child Safety policies and procedures at all times. ● behave respectfully, courteously and ethically towards children and their families and towards other members and volunteers. ● listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well. ● promote the human rights, safety and wellbeing of all children in Portland CEMA Inc. ● demonstrate appropriate personal and professional boundaries.
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	● consider and respect the diverse backgrounds and needs of children. ● create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families. ● contribute where appropriate, to Portland CEMA Inc's policies, discussions, learning and reviews about child safety and wellbeing. ● identify and mitigate risks to children's safety and wellbeing as required by Portland CEMA Inc's risk assessment and management policy or process. ● respond to any concerns or complaints of child harm or abuse promptly and in line with Portland CEMA Inc's policy and procedure for receiving and responding to complaints. (<i>see Child Safety flow chart appendage 1</i>) ● treat children and young people with respect and value their ideas and opinions. ● encourage children to participate in matters important to them. ● listen to children and respond to their needs appropriately. ● respect the privacy of children and their families and carers, and disclose information about them only to people who have a need to know. ● comply with relevant legislation and Portland CEMA Inc's policies and procedures on record keeping and information sharing. ● report all suspected or disclosed child harm or abuse as required by relevant legislation and by Portland CEMA Inc's policy and procedure on internal and external reporting. ● report to Group Convenor, Portland CEMA Inc President or Child Safety Officer, any allegations, concerns or suspicions of child abuse. ● contact the police if a child is at immediate risk of abuse (phone 000).
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I will NOT:	● shame, humiliate, oppress, belittle or degrade children or young people. ● unlawfully discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, religion, ethnicity or disability. ● engage in any unlawful activity with or in relation to a child. ● engage in any activity that is likely to physically, sexually, mentally or emotionally harm a child. ● unlawfully discriminate against any child or their family members. ● be alone with a child or young person unnecessarily and for more than a very short time. ● initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves, e.g. changing clothes, fitting microphones. ● arrange personal contact (including online) with children I am working with for a purpose unrelated to Portland CEMA Inc's activities. ● show favouritism, give inappropriate gifts, provide unnecessary or unsuitable attention, or develop 'special' relationships with specific children that breach clear and respectful boundaries ● arrange private, personal or unauthorised contact, including in person, online or on the phone with children and young people outside of CEMA Inc's programs and activities. ● photograph or video a child or young person without the consent of the child and their parent or legal guardian. ● engage with children or young people while under the influence of alcohol or illegal drugs. ● engage in open personal discussions of a mature or adult nature in the presence of children. ● use inappropriate language or behaviour, including discriminatory or oppressive language or behaviour, in the presence of children.
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	- do anything in contravention of Portland CEMA Inc's policies, procedures or this Code of Conduct. - disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent, or unless I am required to do so by Portland CEMA Inc's policy and procedure on reporting. - show or provide children with access to inappropriate images or material. - ignore or disregard any suspected or disclosed child harm or abuse.
If I think this Code of Conduct has been breached by another person in Portland CEMA Inc I will:	- act to prioritise the best interests of the child/children. - take actions promptly to ensure that the child/children are safe. - promptly report any concerns to Portland CEMA Inc's Child Safety Officer, CEMA President or the relevant Group Convenor. - follow Portland CEMA Inc's policies and procedures for initiating, receiving and responding to complaints and concerns. - comply with legislative requirements on reporting if relevant, and with Portland CEMA Inc's policy and procedure on internal and external reporting.
I agree to abide by this Code of Conduct during my period of membership or as a volunteer with Portland CEMA Inc. I understand that if I breach this Code of Conduct it may lead to disciplinary action or termination of my membership of Portland CEMA Inc.	 Signature Full Name Date

AUTHORISATION

Policies and Procedures can be established or altered only by the CEMA Executive Committee.

CHILD SAFETY FLOW CHART

