



Child Safety & Wellbeing Policy

Adopted by Warburton Millgrove Football & Netball Club

May 2023

Reference to Outer East Football & Netball (OEFN) is to be replaced with Warburton Millgrove Football & Netball Club (WMFNC)

The 2023 Child Safety officer is David Swankie



Child Safety and Wellbeing Policy

Table of Contents

Commitment	3
Purpose	3
Scope.....	3
Definitions.....	3
Roles and Responsibilities.....	6
Child Safety Code of Conduct	7
Managing risks to child safety and wellbeing.....	7
Child and Family Empowerment and Engagement	7
Human Resources	8
Working with Children Check	8
Recruiting of Staff and Volunteers.....	9
Staff induction.....	9
Ongoing supervision and management of staff	9
Volunteer Induction.....	9
Child safety knowledge, skills and awareness	10
Complaints Process.....	10
Privacy and information sharing.....	10
Review of child safety practices.....	10
Responding, Reporting and Investigating.....	10
Immediate Response	10
What is to be Reported.....	10
How to respond to a child or young person	11
Report to Authorities	11
Reporting Timeframes	12
Confidentiality and Privacy	12
After the Report.....	12
Mandatory Reporters	12
Investigating.....	13
Responding	14
Outer East Football Netball Incident Report	15
Child Safety Code of Conduct	17

Commitment

Outer East Football Netball (OEFN) is committed to promoting and protecting children and young people from all forms of abuse, racism, neglect and maltreatment.

It is the responsibility of every person, at every level of involvement in OEFN to understand the important and specific role they play individually and collectively to ensure that the safety of all children and young people is at the forefront of all they do and every decision they make

OEFN has zero tolerance for child abuse and racism and strives to empower children and young people through listening to their concerns and valuing their contributions, especially enabling Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.

Purpose

The OEFN Child Safety and Wellbeing Policy demonstrates our commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

It informs our community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.



Scope

This policy:

- Applies to all OEFN staff, member clubs, volunteers and contractors whether or not they work in direct contact with children.
- It applies in all physical and online OEFN environments used by children and young people
- It should be read in conjunction with our other policies and codes including but not limited to the Child Safety Code of Conduct and OEFN By-laws.

Definitions

Board

The board is a panel of people who are elected to represent OEFN. The board is responsible for the overall governance, management and strategic direction of the organisation and for delivering accountable performance

Club member

Those organisations as may be granted Club Member status in accordance with the OEFN constitution

Child

Child means a child or young person who is under the age of 18 years.

Child Wellbeing and Safety Act 2005

Child Abuse	<p>Child abuse includes:</p> <p>a) any act committed against a child involving:</p> <ol style="list-style-type: none"> 1. a sexual offence 2. grooming offences under section 49M(1) of the Crimes Act 1958 <p>b) the infliction, on a child, of:</p> <ol style="list-style-type: none"> 1. physical violence 2. serious emotional or psychological harm <p>c) the serious neglect of a child including exposure to family violence and its effects</p> <p style="text-align: right;"><i>Child Wellbeing and Safety Act 2005</i></p>
Child safety	<p>Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse.</p>
Child sexual exploitation	<p>Child sexual exploitation is a form of sexual abuse where offenders use their power, (physical, financial or emotional) over a child or young person, or a false identity, to sexually or emotionally abuse them. It often involves situations and relationships where young people receive something (for example: food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money) in return for participating in sexual activities. Child sexual exploitation can occur in person or online, and sometimes the child or young person may not even realise they are a victim.</p>
Contractor	<p>A person or organisation that undertakes a contract to provide materials or labour to perform a service or do a job.</p>
Failure to Disclose	<p>An offence that applies to all adults (not just professionals who work with children) who form a reasonable belief that another adult may have committed a sexual offence against a child under 16 years of age and fail to report this information to the Victoria Police. Failing to disclose a sexual offence based on concerns for the interests of the perpetrator or organisation (e.g. concerns about reputation, legal liability or financial status) are not regarded as a reasonable excuse.</p>
Failure to Protect	<p>An offence that applies to a person in a position of authority within an organisation who: knows of a substantial risk that a child under the age of 16, under the care, supervision or authority of the organisation will become a victim of a sexual offence committed by an adult associated with the organisation (e.g. employee, contractors, volunteer, visitor); and negligently fails to remove or reduce the risk of harm.</p>
Family Violence	<p>The Family Violence Protection Act 2008 (Vic) defines family violence as:</p> <p>a) behaviour by a person towards a family member of that person if that behaviour:</p> <ol style="list-style-type: none"> 1. is physically or sexually abusive; or 2. is emotionally or psychologically abusive; or 3. is economically abusive; or 4. is threatening; or 5. is coercive; or 6. in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person; or <p>b) behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to above.</p> <p style="text-align: right;"><i>Family Violence Protection Act 2008</i></p>
Grooming	<p>Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time. Grooming can include communicating or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.</p>
Information sharing	<p>Information sharing refers to the collection, use and disclosure of personal information either within an organisation or between organisations. Information sharing can occur in many ways including: one organisation disclosing information (the disclosing organisation) to another (the receiving organisation)</p>

multiple organisations combining information in a database and making it available to each other the reciprocal exchange of information between organisations.

Mandatory reporting

Mandatory reporting is the legal requirement for certain professional groups to report a reasonable belief of child physical or sexual abuse to child protection authorities. In Victoria, under the Children, Youth and Families Act 2005, mandatory reporters must make a report to child protection, if:

in the course of practising their profession or carrying out duties of their office, position or employment they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

Department of Families, Fairness and Housing (DFFH)

Neglect

Neglect includes a failure to provide a child with an adequate standard of nutrition, medical care, clothing, shelter or supervision. The law differentiates between three different levels of neglect:

- 'Minor' neglect is low-level neglect that is trivial or temporary
- 'Significant' neglect is medium-level neglect that causes harm to a child that is more than trivial or temporary.
- 'Serious' neglect is the highest level of neglect. It involves the continued failure to provide a child with the basic necessities of life and can also occur if an adult fails to adequately ensure the safety of a child exposed to extremely dangerous or life-threatening situations.

Reasonable belief

When you have witnessed behaviour, have a suspicion, or received a disclosure of child abuse, you will need to determine whether you have formed a 'reasonable belief' or a 'belief on reasonable grounds' that a child has or is being abused or is at risk of being abused. A 'reasonable belief' is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

Reportable conduct

Reportable Conduct is defined as:

a sexual offence, sexual misconduct or physical violence committed against, with or in the presence of a child behaviour causing significant emotional or psychological harm to a child significant neglect of a child, or misconduct involving any of the above.

Child Wellbeing and Safety Act 2005 (Vic.)

Staff member

A staff member is a person who carries out work in any capacity for OEFN including the following:

- an employee
- a contractor or subcontractor
- an apprentice or trainee
- a student gaining work experience

Volunteer

Time and work given willingly for the common good of the organisation and without being paid.

Roles and Responsibilities

OEFN Board of Directors

Directors of the OEFN Board are responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented.

The Board will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of children, families, volunteers and staff in promoting and improving child safety, cultural safety and wellbeing
- promote regular open discussion on child safety issues within the community including at board meetings, staff meetings and community meetings
- enable regular training for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

Staff and volunteers

Staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by OEFN, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Procedures
- ensure children's views are taken seriously and their voices are heard about decisions that affect their lives
- provide an environment that is supportive of all children's emotional and physical safety.

OEFN Child Safety Officer

OEFN has a Board member who is appointed the Child Safety Officer to support the organisation to implement child safety policies and practices, including staff and volunteer training.

The child safety officer will:

- Be a point of contact for child safety concerns for staff, volunteers and children.
- Provide guidance on child safety policies and procedures.
- Facilitate child safety training for staff and volunteers.
- Record child safety complaints and concerns, and analyse trends as needed.
- Coordinate reviews following significant safety incidents and recommend improvements.
- Coordinate child safety policy and practice reviews in consultation with the community.
- Maintain detailed, accurate, secure written records of concerns and referrals.
- Conduct child safety audits of the OEFN and its affiliate clubs

Club Member

Clubs who are members of OEFN will:

- Implement the Child Safe Standards in the club
- Promote child safety at all times
- Adopt and implement required child safety policies and procedures to ensure compliance with legislation
- Appoint a child safety officer
- Participate in child safety training
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible
- Educate employees and volunteers about the prevention and detection of child abuse
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities
- Complete child safety audits at the request of OEFN

Club Member-Child Safety Officer

Club members will nominate a club Child Safety Officer who will:

- Oversee implementation of the Child Safe Standards in the club
- Be a point of contact for child safety concerns for staff, volunteers and children.
- Undertake OEFN child safety induction and training
- Liaise with OEFN
- Promote child safety within the club and its members
- Be a point of contact for child safety concerns
- Maintain detailed, accurate, secure written records of concerns and referrals.

Child Safety Code of Conduct

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and children. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that children also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the OEFN community. The Child Safety Code of Conduct can be accessed via the OEFN website.

Managing risks to child safety and wellbeing

OEFN will ensure that child safety is a part of its overall risk management approach. Risks are managed through our child safety and wellbeing policies, procedures and practices, and through annual audits conducted by the organisation's Child Safety Officer.

Child and Family Empowerment and Engagement

To support child safety and wellbeing in OEFN, we work to create an inclusive and supportive environment that encourages children and families to contribute to our child safety approach and understand their rights and their responsibilities.

- with accessible child safety information
- promotion of child safety on social media
- availability of child safety material on the OEFN website
- provision of wellbeing initiatives for clubs

Human Resources

OEFN apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Working with Children Check

All board members, staff, and volunteers who regularly work children are required to hold a valid Working with Children Check. Under the Act, a person involved in football or netball is considered to be engaging in child related work and must apply for the WWCC if they:

- Work or volunteer in a role that brings them into contact with children under 18; and
- Volunteer or do this work on a regular basis; and
- Have direct contact with children under 18 which is not directly supervised; and
- Do not qualify for one of the exemptions in the legislation.

Exemptions

The WWCC check website lists several exemptions, including VIT registered teachers, police officers and anyone under the age of 18 themselves. Please note, that for the purposes of working or volunteering in OEFN, **the only exemption that applies is if the person is under 18 years of age themselves**. As such, personnel who would normally fall under another exemption category must still obtain a WWCC to perform their role.

This position enables improved accountability and monitoring of the validity of accreditations through being notified of a change in their status. Additionally, it is a safety measure that the OEFN has decided to implement to maximise the protection of the children who play football and/or netball in the league.

OEFN requires all parents (who are not subject to the above exemptions) to meet the criteria set out above apply for, and obtain a WWCC.

As a minimum requirement the following people should obtain a WWCC.

OEFN League

- Board members
- Staff
- Coaches
- Trainers
- Team Managers
- Members of the League or Association Umpiring Board and/or Umpire Coaches
- Umpires

Clubs

- All Executive Committee members i.e: President, Vice President, Secretary, Treasurer, as well as Canteen Manager / Supervisor;
- Coaches
- Team Managers
- Club Trainers
- Other members of the club who are involved in regular contact with children

Working with Children Check Register

OEFN and clubs will maintain a register of Working with Children Checks that includes the type of registration (WWCC, Vit or Police) registration number, date sighted and expiry date.

Recruiting of Staff and Volunteers

Any role which involves child-related work requires an application process which includes the following:

- Written application containing;
 - Contact details for two referees relevant to the role which is being undertaken
 - Proof of a current Working with Children Check, including WWCC number and nomination of the Centre, Club or League as a place of employment or voluntary work
 - Why the person wishes to work with children?
 - The candidate's history of working with children
- Reference checks completed seeking information that address suitability for the job and working with children
- Sight, verify and record the person's Working with Children Check or equivalent background check such as a Victorian teaching registration
- Collect and record proof of the person's identity and any professional or other qualifications
- This information must be collected and maintained

Staff induction

All newly appointed staff will be expected to participate in OEFN child safety and wellbeing induction. Induction comprises of:

- reviewing the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- participating in child safety training.

Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate. Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by ensuring staff maintain Working with Children Checks and through performance reviews.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our policies and our legal obligations. Child safety and wellbeing will be paramount.

Volunteer Induction

All newly appointed volunteers will be expected to participate in OEFN child safety and wellbeing induction. Induction comprises of:

- reviewing the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct

Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

All **staff** and **club Child Safety Officers** will complete the following course and will provide certification of completion:

- Play by the Rules: Child Protection and Safeguarding Course

Complaints Process

OEFN fosters a culture that encourages staff, volunteers, children, parents, and the community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

The process for raising complaints and concerns are documented in the OEFN By-laws Section 18. Complaints are usually referred back to club executive committees, however, in relation to issues of child safety, complaints can be made directly to OEFN.

Privacy and information sharing

OEFN collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws.

Review of child safety practices

At OEFN, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 3 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with staff

Responding, Reporting and Investigating

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers, must follow the process for responding and reporting issues of child safety.

Immediate Response

Overriding any practical requirements outlined through this procedure, if a child or young person is at imminent risk of harm or in immediate danger, the situation must be directly reported to the Police - CALL '000' (within Australia).

What is to be Reported

If a person has formed a reasonable belief that a child or young person has suffered or is likely to suffer significant harm as a result of:

- Child abuse (sexual, emotional and/or physical)
- Neglect
- Grooming

How to respond to a child or young person

How you react to a child or young person disclosing to you is very important.

DO	DO NOT
Actively listen to the child or young person	Speak over or shut down the child or young person
Ask open ended questions	Ask leading questions
Reassure the child or young person that they have done the correct thing by telling someone	Make your own judgement or assessment or conduct your own investigation
Respect that the child or young person may only reveal some details	Press for details, a minimal account will suffice
Let the child or young person use their own words in their own time	Share information with others (excluding police, or child protection)
Explain that you will need to tell specific people in order to help them	Make promises you cannot keep

Report to Authorities

Ultimately, the person who forms the belief is responsible for notifying authorities.

- Support and guidance in reporting can be sought from a Child Safety Officer. They may be able to support you in the process of reporting if required.
- Child Safety Officers should be notified of a report being made

Contacting Child Protection

To report child abuse, contact the divisional Child Protection intake service where the child resides as soon as possible. If you are making a report, please use the main Intake Unit number. For all other enquiries, please contact the appropriate local office.

Eastern suburban LGAs	Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges	1300 360 391
Southern suburban LGAs	Bayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip, Stonnington	1300 655 795
North-eastern rural and regional LGAs	Alpine, Benalla, Greater Shepparton, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Strathbogie, Towong, Wangaratta, Wodonga	1800 650 227

How to make a report

Call the appropriate Intake phone number. The Child Protection Intake worker will ask you for certain information, including:

- **details** – the child's or young person's name, age and address
- **indicators of harm** – the reason for believing that the injury or behaviour is the result of abuse or neglect
- **reason for reporting** – the reason why the call is being made now
- **safety assessment** – assessment of immediate danger to the child or children. For example, information may be sought on the whereabouts of the alleged abuser or abusers
- **description** – description of the injury or behaviour observed
- **child's whereabouts** – the current whereabouts of the child or young person
- **other services** – your knowledge of other services involved with the family

- **family information** – any other information about the family
- **cultural characteristics** – any specific cultural or other details that will help to care for the child, for example, cultural origins, interpreter or disability needs.

A report should still be made, even if you don't have all the information listed above. The reporter's identity is protected unless they provide written consent for it to be disclosed or it is required by order of the Court.

The reporter and the Child Safety Officer should maintain written records for future reference.

Reporting Timeframes

Reports and notifications must be made as soon as practicable and no later than before ending that person's shift or session of work.

Confidentiality and Privacy

Confidentiality and privacy of all concerned (including the alleged perpetrator) should be maintained, except if doing so would compromise the welfare of the child or young person and/or investigation of the allegation.

What to Report	
Child abuse (sexual, emotional and/or physical)	
Neglect	
Grooming	
How to Report	
Step 1-	If a child or young person is in any imminent risk of harm or in immediate danger - CALL '000'
Step 2-	Inform Child Safety Officer and seek support if required
Step 3-	Report to DFFH Child Protection

After the Report

A detailed written report of supplied information from reporter must be recorded and stored by the reporter and the Child safety Officer (who, what, when, where and why the incident is of concern).

The alleged perpetrator (if a member of staff/volunteer) must be reassigned to other duties until further notice or be stood down (with pay, where applicable) while an investigation is conducted.

Mandatory Reporters

The following professional groups are required to make a report to child protection where they form a reasonable belief, that a child has been or is at risk of significant harm, as a result of physical or sexual abuse, and the child's parents have not protected or are unlikely to protect the child from that abuse:

- registered medical practitioners
- nurses including midwives
- Victoria police officers
- registers teachers and school principals
- out of home care workers (excluding voluntary foster and kinship carers)
- early childhood workers

- youth justice workers
- registered psychologists
- school counsellors
- people in religious ministry.

A mandated reporter, is legally obliged to:

- make a report to Child Protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse
- make the report as soon as practicable after forming the belief
- make a report each time they become aware of any further grounds for the belief

Keep in mind:

- you don't have to prove that the abuse has occurred
- a belief is a belief on reasonable grounds if a reasonable person in your position would have formed the belief on those grounds
- grounds for a belief are matters of which you have become aware, and opinions based on those matters
- if you have formed the belief, you are obliged to make the report even if someone in a position of authority over you directs you not to make a report
- you are responsible for reporting your belief – it is not the responsibility of your boss, supervisor, principal or anyone else – however, if you honestly and reasonably believe all of the grounds for your belief have already been reported to Child Protection by someone else, this is a valid reason for you not to make the same report
- mandatory reporting requirements take precedence over professional codes of practice where confidentiality or client privilege would otherwise apply
- a report made in good faith does not constitute unprofessional conduct or a breach of professional ethics, nor does it subject the person to any liability, or contravene the confidentiality provisions in the legislation governing health and mental health services.

Investigating

If the appropriate child protection service or the police decide to conduct an investigation of the report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Board will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the board may decide to conduct such an investigation. All employees, contractors and volunteers must co- operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The Board will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Board shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

Responding

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the policies or the Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

Outer East Football Netball Incident Report

To be used for the purpose of record keeping



Details					
Name of person making report:			Contact details:		
Incident reporter wishes to remain anonymous:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Date of incident:					
Time of incident:					
Location of incident:					
Name(s) of child/children involved:			Contact details:		
Aboriginal and Torres Strait Islander?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Disability:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parent/Carer Name(s):			Contact details:		
Name(s) of staff/volunteer involved:			Contact details:		
-If you believe a child is at immediate risk of abuse contact 000-					

Incident Type			
Physical violence:		Serious emotional or psychological abuse:	
Sexual offence:		Serious neglect:	
Other (please describe):			
When did it take place?			
Who was involved?			
What took place? What did you see?			
Other information:			

Child Safety Officer	
Date incident report received:	
Staff member managing incident:	
Follow-up date:	

Has the incident been reported?	
DFFH Child protection:	
Police:	
Another third party (please specify):	
OEFN:	

CHILD SAFETY CODE OF CONDUCT



Outer East Football Netball (OEFN) is committed to promoting and protecting children and young people from all forms of abuse, racism, neglect and maltreatment.

This Code of Conduct sets expectations for how board members, staff, volunteers and contractors at OEFN should behave around children and young people. This helps children and young people to participate safely in our programs and competitions and have fun.

All board members, staff, volunteers and contractors must always follow these standards of behaviour, including when at OEFN venues, attending training, competitions or camps and in online communication.

What happens if you breach this Code of Conduct?

Not following standards of acceptable and unacceptable behaviour is a breach of this Code of Conduct and may result in disciplinary action, including and up to termination of employment or cessation of engagement with OEFN. Breaches will also be reported to the relevant authorities.

It is expected that all board members, staff, volunteers and contractors within the OEFN community WILL:

- Adhere to relevant Australian and Victorian legislation, peak body requirements, OEFN Child Safety and Wellbeing Policy and other organisational policies and by-laws (including those that cover discrimination, bullying and harassment).
- Report and act on any behavioural complaints, concerns or observed breaches regarding the Code of Conduct.
- Report any concern, allegation, disclosure or witnessing of child abuse to the relevant person or authority.
- Treat all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion.
- Make Aboriginal and Torres Strait Island children and families feel included, welcome, able to express their culture and enjoy their cultural rights
- Listen to and value children and young people's ideas and opinions and respond to them if they feel unsafe.
- Report any conflicts of interest (such as an outside relationship with a child, babysitting arrangements or any other formal or informal relationships with a child that exist outside your organisational setting).
- Refrain from physical contact with children and young people except for the purposes of develop relevant sports skills or techniques and treating or preventing an injury.

It is expected that all board members, staff, volunteers and contractors within the OEFN community WILL NOT:

- Condone or participate in illegal, unsafe, abusive or harmful behaviour towards children and young people – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm.
- Be abusive or intimidating – such as yelling, moving into another person's personal space, finger pointing, talking over the top of others.
- Use offensive language – swearing, using racial, cultural, homophobic or sexist slurs.
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention.
- Spend time alone with a child in a secluded environment, being out of direct line of sight.
- Initiate unnecessary physical contact with children or young people or do things of a personal nature that they can do for themselves (such as changing clothes).
- Enter changing facilities without first knocking.
- Use private text messages to communicate with a child or young person where open communication is possible.
- Engage in unauthorised contact with a child or young person online for the purpose of developing a sexual relationship and/or communicate with a child about romantic, intimate or sexual feelings.
- Take explicit photographs of children or young people or show them pictures, animations, images or websites of an inappropriate or adult nature.