Victorian Churches Football Association

Child Safe Code of Conduct

The Victorian Churches Football Association (VCFA) Board are committed to having an Association that is safe for all children where child abuse and harm are not tolerated. Child safety is a priority for the VCFA, and the prevention and reporting of abuse is supported and encouraged. All staff, volunteers and contractors are responsible for promoting the safety, wellbeing and empowerment of children. The VCFA recognises that discrimination can harm children and we treat all children with dignity and respect.

This Child Safe Code of Conduct was approved by the VCFA Board in August 2024 and sets expectations for how staff, volunteers and contractors at the VCFA should behave around children. This helps children participate safely in our Association and have fun.

Every staff member, volunteers and contractors who engages with the VCFA agrees:

I will:

• Act in accordance with the VCFA child safety and wellbeing policies and procedures at all times.

• Behave respectfully, courteously and ethically towards children and their families and towards other staff.

• 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 [the organisation].

• Demonstrate appropriate personal and professional boundaries.

• 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.

• Involve children in making decisions about activities, policies and processes that concern them wherever possible.

• Contribute, where appropriate, to VCFA policies, discussions, learning and reviews about child safety and wellbeing.

• Identify and mitigate risks to children's safety and wellbeing.

• Respond to any concerns or complaints of child harm or abuse promptly and in line with the VCFA policy and procedure for receiving and responding to complaints.

PO BOX 1007
MOUNTAIN GATE
VIC 3156
INFO@VCFA.ORG.AU
VCFA.ORG.AU

• Report all suspected or disclosed child harm or abuse according to the Law of Victoria and the VCFA policy and procedure on internal and external reporting.

• Comply with the VCFA protocols on communicating with children.

• Comply with the VCFA policies and procedures on record keeping and information sharing.

I will NOT:

• Engage in any unlawful activity with or in relation to a child.

• Engage in any activity that is likely to physically, sexually or emotionally harm a child.

• Unlawfully discriminate against any child or their family members.

• Be alone with a child unnecessarily.

• Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to any VCFA activities.

• 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 the VCFA policy and procedure on reporting.

• Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.

• Work with children while under the influence of alcohol or prohibited drugs.

• 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 the VCFA I will:

• Act to prioritise the best interests of children.

• Take actions promptly to ensure that children are safe.

• Promptly report any concerns to my manager, the VCFA Child Safety Officer, the Chief Executive Officer or another manager or leader in the VCFA.

• Follow the VCFA policies and procedures for receiving and responding to complaints and concerns.

• Comply with the VCFA policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct during my employment and or engagement with the VCFA. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment and or engagement with the VCFA.

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Signature

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Full Name

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Date

The below reference materials should be read, understood and followed alongside this Child Safe Code of Conduct:

References

- **VCFA Child Safety and Wellbeing Policy**: https://vcfa.org.au/documents
- **VCFA Volunteer Agreement form:** provided as required
- **VCFA Codes of Conduct:** https://vcfa.org.au/documents
- **VCFA Child Safety Reporting Process:** https://vcfa.org.au/documents
- **VCFA Child Safety Complaint Form:** https://vcfa.org.au/documents
- **VCFA Risk Management Plan:** ***in development***