



Child Safe Code of Conduct

Reviewed July 2025

Purpose

At Prospr, our Child Safe Code of Conduct is a key policy that reflects our commitment to being a child safe organisation by providing clear, practical guidance for our practices. It establishes well-defined rules and expectations for adult interactions with children, helping to prevent abuse, manage risks, and encourage timely reporting by both adults and children.

This Code of Conduct also outlines the standards for staff in promoting and maintaining child safety and wellbeing, providing a framework for ethical decision-making and professional conduct in all interactions with children. By promoting behaviour that reflects our organisation's values and culture, it reinforces acceptable standards, discourages concerning conduct, and clearly prohibits unacceptable behaviour for all adults within Prospr.

Scope & Audience

This policy applies to all Prospr staff, including executive leadership, managers, and those providing direct services to children. It covers all business actions and services involving or impacting contact with children and their families.

The Code of Conduct is publicly accessible [on our website](#), and we actively engage with children, families, and the people we support to promote understanding of Prospr's approach to child safety.

For clarity, **'Children'** in this document refers to children and young people under 18, and

'Staff' refers to employees, contractors and volunteers engaged in child-related work as well as business owners and managers.

To learn more about our devotion to child safety, visit our [Child Safe Policy suite](#) on our website.

Our Commitment to Child Safety

At Prospr, we are committed to ensuring the safety and wellbeing of all children, with a **zero-tolerance** approach to abuse. We want children to feel respected, protected, and supported to thrive. This includes a culture where preventing and reporting abuse is encouraged and supported.

All staff are responsible for promoting the safety, wellbeing and empowerment of children. This includes understanding and responding to children's diverse and cultural needs.

Our Child Safe Code of Conduct sets out how we expect adults in our organisation to behave around children to help prevent harm and abuse in physical spaces and online.

Our Child Safe Code of Conduct identifies:

'I will' child safe behaviours that we consider acceptable and encourage.

'I will not' behaviours that we consider unacceptable and breach this code of conduct.

'Concerning behaviours' which aren't individually a breach of this policy or the law, but should be reported as they may indicate a broader pattern of behaviour that poses a risk to child safety.

Different Types of Child Harm and Abuse

Child harm and abuse occur in many forms, which often overlap. Clearly defining these forms helps identify behaviours that are unacceptable at Prospr, supporting both prevention and reporting.

Psychological abuse (also known as emotional abuse)

Behaviour towards a child that is likely to damage a child's self-esteem or social competence.

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

The intentional or reckless use of physical force against a child that results in harm to the child's health, development or dignity, or which has a high likelihood of resulting in such harm.

This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Sexual abuse

Any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards.

This includes **sexual offences** such as touching, grooming, or producing/handling child abuse material, as well as **sexual misconduct**, for example making sexual jokes or comments to a child.

Neglect

Behaviour or lack of action by a person responsible for the care of a child (such as a parent, carer or staff) that constitutes a failure to act in ways consistent with accepted community standards about what is necessary to meet the developmental needs of a child.

This includes failing to provide adequate supervision, food, clothing, shelter, education, or medical care, as well as neglecting a child's emotional/social needs or exposing them to harmful situations.

Grooming

Is a process of behaviours intended to manipulate and control a child, their family and other support networks, with the intent of sexually abusing the child, and obtaining their trust, compliance and silence in order to avoid sexual abuse being discovered.

This includes giving special attention to a child through the use of alcohol or gifts, isolating them from family or peers, and creating situations where the child feels loyal.

Misconduct

This is inappropriate behaviour that may not reach the level of abuse but could signal abuse, breach our Child Safe Code of Conduct, and is referred to in this policy as '**Concerning Behaviours**'.

This includes showing a child inappropriate material, having unsuitable conversations, sitting a child on an adult's lap, or failing to follow supervision or safety procedures.

Positive Behaviours – ‘I Will’

Positive behaviours are child-safe actions that Prospr encourages, as they help protect children, promote their wellbeing, and create an environment where children feel valued, respected, and empowered. They also guide our staff in adhering to our Child Safe Code of Conduct. In this policy, these positive behaviours will be described as ‘I Will’ statements to clearly guide staff practice.

I Will:

Reporting and Policies:

- Act in accordance with Prospr’s child safety and wellbeing policies and procedures at all times.
- Adhere to all child safety relevant Australian and NSW legislation to ensure that the needs of the child (and their family) remain the paramount focus (see [Prospr Child Safe Policy](#) for more details).
- Notify Prospr Management and the appropriate authorities of alleged, suspected, or witnessed child abuse in accordance with the law and Prospr policy. This means reporting:
 - Criminal conduct and suspected criminal conduct to NSW Police.
 - Allegations of child abuse or suspected abuse to the Department of Communities and Justice – Child Protection Helpline - [📞 132 111](tel:132111)
 - Reportable conduct (alleged child abuse by adults) to the NSW Office of the Children’s Guardian.
 - Reportable Incidents involving NDIS participant to the NDIS Quality and Safeguards Commission.

Failing to report child abuse to NSW Police carries a maximum penalty of 5 years imprisonment.

Respect, Inclusion & Communication

- Treat all staff, families, carers and children with respect by actively listening, remaining calm, and using positive, non-offensive language.
 - Treat children and young people with dignity and value their ideas, opinions, and preferences.
 - Communicate with children in a way that helps them understand information, ask questions, and express their views.
 - Strengthen the cultural safety of Aboriginal children by supporting and encouraging their connection to culture, kin, community, cultural practices and Aboriginal identity.
 - Promote the cultural safety, inclusion, participation, and empowerment of all children, including those from multicultural, multifaith, disability, and LGBTIQ+ backgrounds.
 - Take a zero-tolerance approach to racism and respond appropriately to any incidents.
 - Welcome parents and carers to participate in decisions about their child’s supports (where possible), life events, and matters relating to their safety.
 - Obtain consent from the child and their parents/guardians before transporting them, and clearly explain the journey, including transport method, companions, purpose, and route.
-

Positive Behaviours – ‘I Will’ (Continued)

I Will:

Child Safety and Protection

- Uphold the Paramountcy principle by always prioritising the safety, welfare, and best interests of the child in every decision and action I make.
- Take all reasonable steps to protect children from harm and abuse, including identifying risks and taking immediate action where required (e.g., arranging medical care).
- Listen and respond to children’s concerns, especially regarding their safety or that of others.
- Encourage children to participate in decisions that affect their lives, including daily activities and routines, and ensure they know who to approach if they feel unsafe.
- Only take photos of children with consent, protect their privacy and dignity, and delete personal copies immediately after uploading them to the Prospr employee app.
- Take all allegations or disclosures of child abuse or harm seriously and respond according to Prospr’s [Complaints Policy](#) and procedures.

Conduct and Professional Responsibilities

- Ensure all actions to support children’s behaviour are reasonable and comply with their behaviour support plans (if applicable), NSW and Federal law, and Prospr policies and guidelines.
- Demonstrate appropriate personal and professional boundaries.
- Report any conflicts of interest or breaches of personal or professional boundaries (e.g., outside relationships with a child, babysitting arrangements etc.).
- Respect the privacy of children and families, keeping child protection concerns confidential in line with privacy and information sharing laws.
- Inform Prospr if I am charged with a criminal offence.
- Dress in clean, appropriate clothing and following Prospr dress code standards or guidelines (including avoiding clothing that is revealing or that includes offensive language or pictures).
- Work within the Prospr team to ensure the needs and best interests of children and families remain the paramount focus.

Training & Continuous Improvement

- Participate in all compulsory training, including child protection and cultural safety training.
 - Take part in ongoing professional development and supervision to strengthen child-safe practices.
 - Work transparently and collaboratively to maintain a safe, supportive environment.
 - Contribute to the development and review of Prospr’s child safety and wellbeing policies.
-

Unacceptable Behaviours – ‘I Will Not’

Unacceptable behaviours can encompass behaviours that constitute a breach of Prospr’s Child Safe Code of Conduct (misconduct). This includes behaviour that may constitute a criminal offence (criminal conduct). Disciplinary action will be taken in response, such as formal warnings, suspension, termination of employment, or referral to relevant authorities. In this policy, these unacceptable behaviours will be described as ‘I Will Not’ statements to provide clear direction for staff.

I Will Not:

Child Abuse and Harm

- Condone or participate in illegal, unsafe, abusive, or harmful behaviour towards children, including psychological (emotional) abuse, physical abuse, sexual abuse, neglect, or misconduct.
- Groom or exploit a child in any way, including discussions of a sexual or adult nature, or possessing/ sharing child abuse material.
- Engage in unsafe or inappropriate behaviour with a child in high-risk situations, such as being alone, providing personal care, transporting, supervising overnight, or private online communication.
- Use punitive, hostile, or inappropriate physical or verbal behaviour toward a child, including threats, gestures, or any pattern of seriously unacceptable conduct.
- Exaggerate or trivialise child abuse issues.
- Ignore, disregard, or delay acting on any concerns, suspicions, or disclosures of child harm or abuse.
- Fail to report information about known or suspected abuse to police or relevant authorities.
- Deprive a child of necessities such as food, drink, clothing, critical medical care, or shelter.

Sexual Boundaries and Inappropriate Conduct

- Engage in unwarranted, inappropriate, or unnecessary physical contact with a child, or unnecessarily do things for them that they can do themselves.
 - Develop inappropriate “special” relationships that cross professional boundaries, including preferential treatment, inappropriate and unapproved gifts, or social media contact.
 - Offer alcohol, cigarettes, or drugs, share sexual experiences, use sexual language or gestures, or show pornographic material to children.
 - Be alone with a child in a secluded environment without a valid professional reason.
 - Work with children while under the influence of alcohol or prohibited drugs.
 - Display inappropriate physical affection, including closed hugs, kisses, handholding (except for safety), or caressing.
-

Unacceptable Behaviours – ‘I Will Not’ (Continued)

I Will Not:

Respect, Dignity and Inclusion

- Persistently criticise, denigrate, verbally assault, or create a climate of fear.
- Use punitive discriminatory, offensive, or hurtful language or behaviour that could harm children’s self-esteem or wellbeing.
- Discriminate, condone racism, or use inappropriate language based on age, gender, gender identity, race, culture, ethnicity, religion, sexuality, or disability.
- Enter a child’s changing area unless absolutely necessary, and I will ensure another adult is present to maintain the child’s privacy, safety, and dignity.
- Question a child’s self-identification or self-expression.
- Disregard the views of children, especially about their safety or matters important to them.
- Deliberately prevent a child from forming friendships.
- Behave passive-aggressively toward children, their families, or colleagues, including ignoring, isolating, or dismissing them.

Privacy, Consent and Communication

- Photograph or distribute images of a child without consent from their parent, guardian, or relevant authority such as the Minister for Families and Communities for children in out-of-home care.
 - Use personal devices for non-work purposes around children, record or share inappropriate content, or allow children to use my devices inappropriately.
 - Engage in personal or online contact with children I work with via personal accounts or unauthorised platforms for purposes unrelated to Prospr’s activities or responsibilities.
 - Withhold access to communication tools or services needed by a child, including interpreters, translators, or devices for children with complex communication needs.
 - Use hurtful, discriminatory, or offensive language with children.
 - Provide food, drinks, or medication to a child without proper parental or medical consent, and without considering dietary restrictions or allergies.
 - Post online any information about a child that may identify them such as their: full name; age; email address; telephone number; residence; school; or details of a club or group they may attend.
 - Provide one-on-one overnight care, such as camping, without following all safety protocols, including supervision, check-ins, and documentation, to ensure the child’s safety and wellbeing.
-

Concerning Behaviours - Misconduct

Concerning behaviours are behaviours that on their own may not necessarily constitute a breach of this Code of Conduct but which when considered together with other similar behaviours may indicate an overall pattern of behaviour that indicates a potential risk to the safety of children. For this reason, even though concerning behaviours do not by themselves constitute unacceptable behaviour, staff are still required to report them.

These include:

- Being alone with a child when there is no professional reason for doing so.
- Asking children to stay at the home of the adult or visiting the child at their home (where there is no professional reason for these activities to occur).
- An adult asking a child to keep a secret, including a relationship with an adult.
- Showing a child inappropriate (non-sexual) images, videos, or material.
- Sitting a child on an adult's lap or close physical contact that is unnecessary.
- Failing to follow supervision, safety, or reporting procedures.
- Sharing personal information or discussing personal topics with a child.
- Invading a child's privacy when they aren't present, e.g., entering bedrooms without necessity.

Reporting Obligations

Internal Reporting:

As [mandatory reporters](#), all staff must immediately raise any concerns regarding the safety and wellbeing of children. Similarly, families and members of the broader community are encouraged to speak up if they notice anything that could put a child at risk, so that appropriate action can be taken to ensure every child remains safe and supported.

Any breaches of this Code of Conduct should be reported to our Child Wellbeing Officer, Kenan Akkoc. He can be contacted via:

Kenan Akkoc – Child Wellbeing Officer

 [0422 333 655](tel:0422333655)

 kenan.akkoc@prospr.care

Internal Consequences for Breaching This Code of Conduct:

Staff who breach our Code of Conduct will face disciplinary action. Depending on the nature and severity of the breach, this may include increased supervision and training, formal warnings, reassignment, suspension, or termination of employment/engagement with Prospr.

Breaches may also be reported to external authorities or professional bodies as required by law. Detailed descriptions of breaches can be found in our [Child Safe Policy](#).

External Reporting:

Some breaches of this Code of Conduct may need to be reported to external authorities. Our [Complaint Handling Policy](#) details external reporting obligations and reporter protections.

External reporting obligations include:

- Criminal conduct and suspected criminal conduct to **NSW Police**.
- Allegations of child abuse or suspected abuse to the **Department of Communities and Justice – Child Protection Helpline** – [📞 132 111](tel:132111)
- Reportable conduct (alleged child abuse by adults) to the **NSW Office of the Children’s Guardian**.
- Reportable incidents involving NDIS participants to the **NDIS Quality and Safeguards Commission**.

Criminal offences for Failing to Protect and Report

Reporting concerns about the safety of children is a strict legal duty in NSW, and failure to do so can result in serious criminal consequences.

Under [section 43B of the Crimes Act 1900 \(NSW\)](#), it is a criminal offence for an adult working in child-related employment to know that another adult poses a serious risk of abusing a child (under 18), where they have the power to reduce or remove that risk, and they negligently fail to act. The maximum penalty for this offence is **2 years imprisonment**.

In addition, under [section 316A of the Crimes Act 1900 \(NSW\)](#), all adults in NSW are legally required to report information to police if they know, believe, or reasonably ought to know that a child (under 18) has been abused. Failure to do so may also result in criminal liability, with a maximum penalty of **5 years imprisonment**.

I have read Prospr’s Child Safe Code of Conduct and agree to abide by its terms

Name	Date	Signature

Last reviewed: 23 July 2025

Next review date: 23 July 2026

Responsible officer: Kenan Akkoc
(Child Wellbeing Officer)