



The Buddhist Society of Western Australia (Inc.)

www.bswa.org



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Child Safety Code of Conduct

Version: 2.1

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Approved by: BSWA Committee

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Version Control

Version #	Author	Approved Date (By)	Summary of Change
2.1	Lay Har Goh (Ops Mgr)	24 Apr 2023 Administratively updated	Corrected policy version to 2.1 and previous version being 2.0. Added version control table.
2.0	Lay Har Goh (Ops Mgr)	31 Jul 2022 BSWA Committee	Define "child".
1.0	Stephen Connell (Ops Mgr)	16 Aug 2020 BSWA Committee	

CODE OF CONDUCT

Under the direction of the BSWA committee and the Operations Manager, the BSWA provides information and support to staff, volunteers, children, young people, and their carers regarding child protection matters, which includes the Child Safety Code of Conduct.

A child is defined as a person under the age of 18 years.

Management, staff, volunteers and contractors at the Buddhist Society of WA (BSWA) are required to abide by this Code.

All people involved in working with or caring for children on behalf of Buddhist Society of WA will:

1. Act in accordance with the teachings of the Buddha, with a special emphasis on morality and wisdom
2. Possess (or have applied for) an unexpired Working With Children (WWC) Card before working with or caring for children on behalf of the BSWA. WWC Cards must be kept up to date throughout any child related engagement with the BSWA.
3. Be responsible for the administration of programs and activities in their area in compliance with applicable laws
4. Maintain a duty of care toward children involved in these programs and activities
5. Establish and maintain a child safe environment in the course of their work
6. Be fair, considerate, and honest with others
7. Treat children and young people with respect and value their ideas and opinions
8. Act as positive role models in their conduct with children and young people
9. Be professional and impartial in their actions
10. Comply with State and Federal guidelines on physical contact with children
11. Maintain records and contact information of children OR their parents/guardians in accordance with the Privacy Act and the BSWA's Record Retention Policy
12. Respect the privacy of children, their families, and teachers/carers, and only disclose information to people who have a need to know
13. Maintain a child-safe environment for children and young people
14. Operate within the policies and guidelines of Buddhist Society of WA
15. Contact the police if a child is at immediate risk of abuse by phoning 000.
16. Notify the Operations Manager of any child at risk of significant harm and report these concerns to the Department of Communities' Central Intake Team by calling 800 273 889 (After hours (08) 9223 1111) or emailing CPDUTY@cpfs.wa.gov.au.

No person involved in the care of children on behalf of Buddhist Society of WA shall:

1. Shame, humiliate, oppress, belittle, or degrade children or young people
2. Unlawfully discriminate against any child
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them
4. 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
5. Be alone with a child or young person unnecessarily
6. Develop a 'special' relationship with a specific child or young person for their own needs
7. Show favouritism through the provision of gifts or inappropriate attention to a child
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities without the documented consent of the child or young person's parent or guardian
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians

10. Work with children or young people while under the influence of alcohol or illegal drugs
11. Engage in open discussions of a mature or adult nature in the presence of children
12. Use inappropriate language in the presence of children or
13. Contravene the BSWA's policies, procedures, or this Code of Conduct.

Breaches of this Code of Conduct may result in disciplinary action up to and including:

- Cessation of volunteer engagement with the BSWA
- Termination of employment or contract
- Referral to the grievance and complaint procedure of the BSWA
- Referral to relevant authorities such as the Department of Communities or police