

# KARDINYA TOY LIBRARY

- Kulungah Myah Toy Library Inc.



## CODE of CONDUCT & CHILD SAFETY POLICY

### Purpose:

- To articulate the commitment of Kardinya Toy Library to child safety and the protection and wellbeing of children who access its service.
- To outline the Code of Conduct to which all members subscribe.

### Scope and audience:

This policy applies to all members, whether Standard, Premium, Honorary or Casual, and all volunteers of the Kardinya Toy Library, whether adult or student volunteers, as well as visitors of the KTL service, and the Kulungah Myah Family Centre.

### Definitions:

**Member:** an individual who has joined the service by completing a membership form and who has paid the required membership fee.

**Committee:** Honorary members of KTL who are responsible for governance and operational decision making.

**Volunteer:** an adult or student (15years & older) who performs unpaid work for KTL.

**Duty Person:** A Standard member who facilitates the running of the KTL office during opening hours.

**Duty Book:** a book used to document minor issues and aide communication amongst members between opening sessions.

**'Concern of suspected abuse, neglect of mistreatment of a child':** There need not be evidence of actual harm, neglect, or mistreatment, but one may hold a feeling or thought that the abuse is possible, likely or true. A concern may form due to a disclosure by a child, or disclosure by a parent, or by direct observation. It may relate to abuse that has already happened or may occur in future.

### Principles:

- Kardinya Toy Library is committed to a creating a child safe environment, where all children are respected, listened to and feel safe.
- Kardinya Toy Library members and volunteers understand their roles and responsibilities and are obligated to follow the KTL Code of Conduct.
- Kardinya Toy Library members are expected to understand the contents of this policy and to be supported by the KTL Committee to respond to child safety concerns appropriately.

- Kardinya Toy Library members are expected to report child safety concerns or complaints, including the reporting of suspected abuse, neglect, or mistreatment promptly to the appropriate authorities.
- Kardinya Toy Library will take preventative and proactive steps to reduce the risk of harm to children in its service, and to ensure that no member or volunteer is subject to harassment, discrimination or other ill treatment whilst using the service.
- Kardinya Toy Library members will maintain the confidentiality and privacy of all service users, when undertaking their general duties. Duty of care obligations, such as the reporting of child safety concerns, override the right to privacy.

### **Code of Conduct**

- All members make a serious commitment to actively participate in the life of Kardinya Toy Library (KTL), and to support fundraising or other promotional activities, regardless of their Membership status.
- Members who have a Standard Membership are to participate in duty training, and the fulfillment of duty roster sessions to the best of their ability.
- Members seek to build positive and effective working relationships with other members and will communicate respectfully at all times.
- Members remain informed about Kardinya Toy Library matters and prepare for events and functions they are participating in.
- Members raise matters of concern with the KTL Committee in a timely and constructive manner and aim towards amicable resolution.
- Members agree to pay all agreed fees to KTL, and to discuss any payment difficulty promptly.
- All members agree to follow the policies and procedures of KTL, and to reference these policies when in doubt.
- Members are to report any loss or damage to toys or storage to the Duty Person or KTL Committee as soon as practicable, and to discuss appropriate reparation in accordance with our rules.

### **Child Safety Procedures:**

The risk of abuse, harm or neglect of children attached to the service is deemed low and unlikely due to the following factors:

- membership numbers are small
- attendance at the service is monitored
- there is no direct service work by volunteers with children
- the service is optional and not mandated
- member families generally do not come from vulnerable or marginal communities.
- member families are generally sensitive to child development needs and child wellbeing.

KTL nevertheless adopts the following procedures to mitigate this risk:

- ALL Members are to read and agree to this policy upon joining the KTL service.
- Members and/or visitors are fully responsible for directly supervising their children when attending the KTL, whether visiting the service to borrow & return toys, performing duty obligations or attending functions and events at the Kulungah Myah Family Centre.

- When undertaking training for Duty, members are to be provided information about these procedures and their obligations under this policy.
- A record of all member attendees at office opening days is to be kept in the Duty Roster Book. The Duty Roster Person is to remain vigilant whilst performing their duties.
- During office opening times, all visitors are to be engaged by the Duty Person, and directly observed to leave the service once their visit has concluded. Visitors are not stay at the service for long periods without the permission of the Duty Person. Visitors who appear to be acting inappropriately will be asked to leave.
- All KTL Committee members are to hold a Working with Children’s Card, or else to acquire a card before assuming their committee role. Cards will be sighted by the President, and a copy retained on file.
- Volunteer workers are not to undertake direct work with children whilst performing duties at the KTL.
- All student volunteers when undertaking work for KTL are to be under the direct supervision of the President and/or Volunteer Coordinator. Students are asked to complete a Volunteer Form and provide emergency contact details prior to commencing their volunteer session. They will be escorted to their parent/guardian at the end of their volunteer session.
- Members are to report to the President any *concerns of suspected abuse, neglect or mistreatment of children* attached to the KTL within 24 hours of the concern developing, and to the following authorities:
  - the Central Intake Team on 1800 273 889 or email [cpduty@communities.wa.gov.au](mailto:cpduty@communities.wa.gov.au).
  - if out of business hours, the Crisis Care Unit on (08) 9223 1111.
  - if a member believes a child is in immediate danger or in a life-threatening situation, they are to contact the Western Australia Police immediately by dialling **000**.

All members who make a report to authorities will receive support from the President and/or Committee, and the opportunity to debrief.

- All verbal reports by KTL members to authorities will be documented and kept on file. Information will include: the person’s involved, the basic facts, the content of the discussion with authorities, and any agreed plan of action. The KTL President will also alert the Coordinator of the KMFC that a report to authorities has been made.
- The KTL Committee reserves the right to exclude any member who has undermined the safety and wellbeing of children attached to the service, and/or who has failed to abide by this policy.

**Other Policies:**

This policy is to be read in conjunction with the following KTL policies:

- KTL Rules & Information
- KTL Volunteer Policy
- KTL Privacy & Information Management Policy
- KTL COM Position Descriptions

<b>Date Written:</b>	<b>Date Adopted by KTL Committee:</b>	<b>Date Endorsed by President:</b>	<b>Date Reviewed:</b>
25 <sup>th</sup> August 2021			