

Passed by committee on	April 2024
To be reviewed	April 2026



Ballarat Toy Library Code of Conduct

Please note that this Code is to be read in conjunction with Ballarat Toy Library's Child Safe Policy and the Child Safe Principles and the Ballarat Toy Library Privacy Policy.

1. Purpose

The Code of Conduct aims to set out the basic principles and rules that all persons involved in the Ballarat Toy Library services must follow, including rules to protect children and reduce opportunities for child abuse or harm. It is intended to complement Ballarat Toy Library's Child Safe Policy and Privacy Policy.

2. Scope

The Code of Conduct applies to all members of the Ballarat Toy Library community, including members, volunteers, committee members, children, student placements and contractors.

3. Policy

The Code of Conduct outlines the standard of acceptable conduct and behaviour that we expect of all Ballarat Toy Library members, volunteers, committee members and others who enter the Ballarat Toy Library space. This required standard of acceptable conduct and behaviour supports our ability to maintain public trust and confidence in the integrity and professionalism of the services we provide to the community.

The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions within the Ballarat Toy Library space.

4. Responsibilities

4.1 All persons involved in Ballarat Toy Library services will:

- be aware of, and comply with, the Code of Conduct;
- report any behaviour that may be contrary to the Code of Conduct;
- work towards achieving the aims and purposes of the Ballarat Toy Library;
- take all reasonable steps to protect children from abuse and harm;
- be fair, considerate and honest in their dealings with others;
- treat all members of the toy library community with respect and value their ideas and opinions;
- act as positive role models in their conduct with children and young people and model appropriate adult behaviour;
- keep all personal information of toy library members confidential;

- respect the privacy of children and their families and carers, and disclose information about them only to people who have a need to know;
- co-operate within the policies and guidelines of Ballarat Toy Library including adhering to the Child Safety Policy, at all times;
- report any allegations of child abuse to the President; and
- contact the police if a child is at immediate risk of abuse (phone 000).

4.2 Discrimination

All persons involved in Ballarat Toy Library services shall work to prevent discrimination and actively promote the participation and inclusion of all children, recognising in particular:

- Aboriginal and Torres Strait Islander children and young people;
- children from culturally and linguistically diverse backgrounds;
- children with a disability;
- children who identify as lesbian, gay, bisexual or trans;
- children who are intersex, non-binary or gender diverse; and
- children in and out of home care and the youth justice system.

4.3 Personal and Professional Behaviour

All persons involved in Ballarat Toy Library services shall not:

- shame, humiliate, oppress, belittle or degrade others;
- unlawfully discriminate against any person including because of age, gender, race, culture, vulnerability, sexuality, ethnicity, religion or disability;
- raise their voice or speak to others in a way that may be considered disrespectful;
- ignore or disregard any concerns, suspicions or disclosure of child abuse or harm;
- engage in any activity with someone that is likely to physically or emotionally harm them;
- act in a discriminatory, harassing or violent way towards others;
- 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;
- be alone with a child or young person;
- photograph or video any person without their consent (or guardian consent in the case of a child);
- enter the Ballarat Toy Library while under the influence of alcohol or illegal drugs;
- engage in open discussions of a mature or adult nature in the presence of children;
- use inappropriate language or behaviour, including discriminatory or oppressive language or behaviour; and
- do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

4.4 Use of Ballarat Toy Library resources

Ballarat Toy Library committee, volunteers and members must not destroy, or take for personal, use any items belonging to the Ballarat Toy Library without approval from the toy library President or the Committee.

4.5 Use of Ballarat Toy Library information

All persons involved in Ballarat Toy Library services will:

- only access confidential information when it is required for Ballarat Toy Library purposes;
- protect confidential information;
- not use any confidential information for any unofficial or personal purposes; and
- only release confidential information if authorised to do so by the Ballarat Toy Library President.

5. Role of the Ballarat Toy Library President

The Ballarat Toy Library President, will:

- be responsible for the overall welfare and wellbeing of staff and volunteers;
- be accountable for managing and maintaining a duty of care towards staff and volunteers; and
- act as our child safety officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child safety matters.

By observing these standards you acknowledge your responsibility to immediately report any breach of this Code or any concerns relating to this Code to Ballarat Toy Library's President, Sally Tuck, at ballarattoylibrary@gmail.com

If you believe a child is at immediate risk of abuse, phone 000.

Consequences of breaching the Code of Conduct

A breach of this Code of Conduct by a committee member, volunteer or member may result in disciplinary action being taken against them in accordance with our policies, including and up to termination of engagement or membership with the the Ballarat Toy Library.

In addition, matters that indicate potential criminal conduct may be reported to police for investigation.