French Bilingual Association Inc.
Child Safety Code of Conduct 2026

Policy Objective

This Child Safety Code of Conduct sets out the commitment of the French Bilingual Association Inc. (**FBA**) to ensuring it discharges the obligations and expectations contained in the Victorian Child Safe Standards.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, child safety policies, and procedures that apply to the FBA.

Commitment to Child Safety

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, gender identification or family or social background, have equal rights to protection from child abuse or harm.

FBA is committed to promoting the best interests of all children involved in its activities and events, particularly ensuring their safety and wellbeing.

The FBA recognises the importance of, and a responsibility for, ensuring our organisation is a safe, nurturing, inclusive and enriching environment which:

a) respects and fosters the dignity and self-esteem of children;
b) encourages children's voices to be heard and valued; and
c) enables children to thrive in their learning and development.

The FBA values diversity and has zero tolerance for child abuse or harm (including discriminatory practices). We will treat allegations of child abuse or harm seriously.

Application

This Code of Conduct applies to all persons involved in child-related work with the FBA including:

- Committee members;
- Employees (permanent and casual);
- Contractors;
- Sub-contractors;
- Volunteers; and
- Members of the FBA (**Personnel**).

The Code of Conduct applies to **all activities and events** organised by the FBA including L'école du samedi, Les Petites Grenouilles Playgroup, L'après-midi de la Francophonie and any incursions or excursions, regardless of where or how such activity or event is being run.

Acceptable behaviours

All Personnel must:

- work towards achieving the aims and purposes of the FBA;
- act in accordance with FBA's policies and procedures, including FBA's Child Safety and Wellbeing policy and this Code of Conduct;
- promote a child-safe and child-friendly environment for children and take all reasonable steps to protect children from child abuse or harm;
- behave respectfully, professionally and ethically towards children and their families and towards other Personnel;
- demonstrate appropriate personal and professional boundaries;
- encourage children to participate in matters that are important to them and value their ideas and opinions;
- act as positive role models in their conduct with children and model appropriate adult behaviour such as treating people fairly, and with respect and honesty;
- respect the privacy of children and their families, teachers and carers, and disclose information about them only to people who have a need to know;
- listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they or another child has been abused or does not feel safe or well;
- consider and respect the diverse backgrounds and needs of children;
- prevent discrimination and promote the cultural safety, participation and inclusion of all children, particularly Aboriginal children, children with culturally and/or linguistically diverse backgrounds, children with a disability, children who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQA+) children;

- ensure as far as practicable that adults are not left alone with a child and that any one-to-one interactions between an adult and a student are necessary, limited and in an open space or in line of sight of another adult;

- identify and mitigate risks to children's safety and wellbeing as required by FBA's policies or procedures;

- respond to any concerns or complaints of child abuse or harm promptly in line with FBA's Child Safety and Wellbeing Policy;

- report all suspected or disclose child abuse or harm as required by all relevant elgislation and by FBA's Child Safety and Wellbeing policy;

Unacceptable behaviours

All Personnel must not:

- do anything in contravention of the FBA's policies, procedures or this Code of Conduct;

- shame, humiliate, oppress, belittle or degrade children;

- be alone with a child unnecessarily and for more than a short period of time;

- unlawfully discriminate against any child by treating a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity;

- seek to use children in any way to meet the needs of adults;

- develop any 'special' relationships with children for their own needs that could be seen as favouritism or amounting to 'grooming' behaviour;

- initiate or exhibit behaviours with children which may be construed as unnecessarily physical;

- put children at risk of abuse;

- engage in open discussions of a mature or adult nature in the presence of children;

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm;

- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;

- display behaviours or engage with children in ways that are not justified by the educational or professional context;

- use inappropriate language or behaviour, including discriminatory or oppressive language or behaviour in the presence of children;

- photograph or video a child in FBA‘s activities and events without the consent of the child and their parents or guardians or where required for duty of care purposes;

- work with children while under the influence of alcohol or illicit drugs; and

- communicate directly with children through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances (because, for example, there is an urgent safety concern or it relates strictly to FBA’s activities or where there is a safety concern or other urgent matter.

Breaches to the Child Safety Code of Conduct

Any potential breaches of this Code of Conduct will be investigated and may result in restriction of duties, suspension or termination or contract or volunteer status or other corrective action. In addition, matters that indicate potential criminal conduct may be reported to police for investigation.

Related documents:

- FBA Child Safety and Wellbeing Policy
- FBA Implementation of Victoria’s Child Safe Standards
- FBA Organisational Health and Safety Policies and Procedures
- FBA Terms and Conditions
- FBA Privacy Policy
- FBA Enrolment Procedures
- FBA Recruitment Procedures

Review history

Version	**Date approved**	**Review/Update Date**
Version 1	June 2026	January 2028