



Code of Conduct

(Updated March 2026)

All volunteers, committee members and members of Manning Community Toy Library (MCTL) are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All volunteers, committee members and members of MCTL are responsible for supporting the safety, participation, well-being and empowerment of children by:

- adhering to and upholding the *Manning Community Toy Library Child Safe Policy and Statement of Commitment* at all times.
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to MCTL Child Safety Officer (Chairperson) and ensure any allegations are reported to the police or relevant child protection body
- reporting any child safety concerns to MCTL Child Safety Officer (Chairperson)
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe

Volunteers, committee members and members must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometimes, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to MCTL Child Safety Officer (Chairperson) or any other member of the MCTL Committee.

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

On becoming a member of Manning Community Toy Library and paying the membership fee, you agree to adhere to this Code of Conduct.