

# Child Safety Code of Conduct

The Child Safe Code of Conduct outlines appropriate standards of behaviour for all ISA staff, contractors and volunteers towards students. It serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety.

It provides guidance on how to best support students and how to avoid or better manage difficult situations. It is ISA's policy that any breach of the Child Safe Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority. ISA reviews the Child Safe Code of Conduct annually. The Child Safe Code of Conduct is published on our public website. Our Child Safe Program includes guidance for all staff, contractors and volunteers on how to maintain professional boundaries between students and adults.

## Scope

The Child Safe Code of Conduct applies to all adults who engage with ISA or students under ISA care in partner education providers, including:

- ISA Management Team
- all staff members, temporary or casual staff, contractors, volunteers and parents/carers and other adult family members of students

## The Child Safe Code of Conduct

Each member of ISA is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

Do:

- Uphold and act in accordance with ISA's Child Safe Policy at all times
- Comply with applicable guidelines published by ISA with respect to child safety.
- Behave as a positive role model to students
- Promote the safety, welfare and wellbeing of students
- Be vigilant and proactive with regard to student safety and wellbeing, including child protection issues
- Provide age-appropriate care for students
- Treat all students with respect
- Promote the safety, participation and empowerment of students with disability
- Promote the cultural safety, participation and empowerment of linguistically and/or culturally diverse students and Aboriginal and Torres Strait Islander

### Students

- Use positive and affirming language towards students
- Encourage students to 'have a say' and participate, and then listen to them with respect
- Respect cultural, religious and political differences
- Help provide an open, safe and supportive environment for all students to interact, and socialize
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way
- Report any breaches of this Child Safe Code of Conduct
- Report concerns about child safety to one of ISA's child protection contacts or education partners child protection contacts and ensure that your legal obligations to report child abuse or other harm externally are met
- Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe
- Call the Police on 000 if you have immediate concerns for a student's safety
- Respect the privacy of students and their families and only disclose information to people who have a need to know

### Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability
- Engage in open discussions of an adult nature in the presence of students
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- Engage in any form of physical violence towards a student including inappropriately rough physical play
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm

- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- Engage in undisclosed private meetings with a student who is not your own child
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent
- Ignore or disregard any suspected or disclosed child abuse or other harm.

### **Agreement to the Child Safe Code of Conduct**

ISA provides a copy of the Child Safe Code of Conduct to all staff, contractors and volunteers during induction, or otherwise prior to them commencing work with ISA. ISA also communicates the code via refresher training at regular intervals for all staff, contractors and volunteers. All staff, contractors and volunteers must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at ISA.

### **Consequences for Breaching the Child Safe Code of Conduct**

All staff, contractors and volunteers who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other ISA team member breaches any obligation, duty or responsibility within our Child Safe Code of Conduct, ISA will take appropriate action.

### **Report Any Concerns**

It is ISA's policy that any breach of the Child Safe Code of Conduct is a child safety incident. Therefore, all staff, contractors and volunteers who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally. Staff who, in good faith, make an internal report alleging a breach of the Child Safe Code of Conduct will be protected from victimisation or other adverse consequences.

Our Child Safe Program includes information for staff, contractors and volunteers about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities.

### **Students**

ISA provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns, including breaches of the Child Safe Code of Conduct. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

### **Parents/Carers, Family Members**

Family members/carers who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with ISA or a partner education provider may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact

- ISA's Senior Child Safety Officer Ivan Mckinney, by phoning +61 3 9663 2887 or emailing [info@studentguardians.com](mailto:info@studentguardians.com)
- Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000