



Policy E31 Child Safety Code of Conduct

Purpose:

The Committee and staff of Murray ACE Swan Hill Inc. have a legal and moral responsibility to always ensure the safety of children. Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our RTO.

All Murray ACE staff, Visitors, volunteers, contractors and any other member of our RTO community involved in child-connected work must follow the Child Safety Code of Conduct.

Scope:

Murray ACE, staff, visitors, volunteers and any other member of our RTO community are to always demonstrate professional ethical behaviour involved in child-connected work, we are responsible for supporting and promoting the safety of children

Also see Child Safe Policy

Guidelines:

- All staff, trainers, and volunteers at Murray ACE must have a current police check that is less than 5 years' old.
- All staff, trainers and volunteers at Murray ACE must have a current Working with Children Check or be VIT registered.
- No Murray ACE staff, visitors, volunteers are to be alone with a person under the age of 18 years. If a private talk needs to happen between a staff member, trainer, or volunteer with a person under the age of 18 years, it must be in an open space or in line of sight of another adult.
- Promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds
- (CALD), students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTQIA+) students
- If you suspect that a child is being abused, it must be reported. In the first instance, please report your concerns to the Centre Manager or the Training Coordinator. Any report of suspected abuse must be documented on an incident report form complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Child Safety Responding and Reporting Policy and Procedures.
- All staff, trainers and volunteers are expected to utilise the Duty of Care folder, especially the documents pertaining to child safety and mental health of young people.
- Any students over the age of 18 years who are in a class with people under the age of 18 years must have a volunteer Working with Children Check
- Any person under the age of 18 years who is enrolling in a course of study must have the enrolment form co-signed by a parent or guardian.
- Please refer to the Child Safety Policy.



BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

All Murray ACE staff, trainers, volunteers, contractors and any other member of the RTO community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

Review Record

Related Documents or links

[About Child Safe Standards | vic.gov.au \(www.vic.gov.au\)](http://www.vic.gov.au)

[CCYP | The 11 Child Safe Standards](#)

Date Endorsed by Committee of Management

Date of Review	Name & Position	
10/06/2021	Ann Murray – Training Coordinator and Compliance Officer	New document
15/02/2023	Ann Murray – Training Coordinator and Compliance Officer	Updated with new child safe reporting guidelines
17/06/2024	Leanne Shannon-Kelson, De-Anna Rullo	Updated with new child safe reporting guidelines
16/07/2024	COM Meeting	Reviewed and Endorsed by COM