



## Policy E31 Child Safety Code of Conduct - Student Version

### Purpose:

At Murray ACE, we have a responsibility to keep kids safe. This Code of Conduct outlines how adults should behave when interacting with children and young people.

### Scope:

Everyone involved with Murray ACE - staff, trainers, visitors and contractors—must follow this Code when working with children.

### Guidelines:

- **Background Checks:**  
All staff and trainers must have a police check that's less than five years old and a current Working with Children Check or be registered with the Victorian Institute of Teaching (VIT).
- **No Being Alone:**  
Staff and trainers should never be alone with someone under 18. If a private conversation needs to happen, it should be in a public space or where another adult can see.
- **Cultural Safety:**  
We promote a safe and welcoming environment for all students, including Aboriginal students, those from different cultures, students with disabilities, international students, and LGBTQIA+ students.
- **Reporting Abuse:**  
If you think a child is being harmed, you must report it immediately to the Centre Manager or Training Coordinator. You should fill out an incident report form to document your concerns.
- **Duty of Care:**  
All staff and trainers should use the Duty of Care folder, which has important info about child safety and mental health.
- **Older Students:**  
If you're over 18 and in a class with younger students, you need a Working with Children Check.
- **Enrolment for Minors:**  
If someone under 18 wants to enrol in a course, a parent or guardian must co-sign the enrolment form.
- All students under 18 must have a [Underage Student Checklist](#) completed and filed in personal file

### Breaches of the Code

If anyone—staff, trainers, or contractors—breaks this Code of Conduct, they could face disciplinary actions based on their employment agreement or other relevant rules.



### **Review and Updates**

- **Last Updated:** July 16, 2024
- We regularly review this policy to keep it effective and up to date.

For more information about child safety standards, check out the following link:

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