



## 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, 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 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

Murray ACE ensures that children and young people experience the basic human right to be protected from harm and all forms of child abuse, we do this by making sure we:

-  Respect and empower children and young people.
-  Ensure a safe physical and online environment.
-  Value diversity and unique identities.
-  Look at ways we can improve.

### Committed to Child Safety

- Murray ACE is a child safe organisation and is committed to providing a safe learning environment, and opportunities for children and young people to participate in education and to empower all children under 18 years of age. Murray ACE has a zero-tolerance towards child abuse, which means concerns raised are not ignored and are taken seriously.

### Provide a Duty of Care

- Murray ACE must follow the Standards and Health and Safety laws and take steps to protect children and young people from risks that may be foreseen by making campuses and the online space safe for children and young people.

### Governance and Leadership

- All levels of leadership at Murray ACE are responsible for child safety and must make sure we follow the Standards and the law.

### Communicate with Parents and Carers

- It is important that regular communication with parents or carers of students under 18, concerning wellbeing, needs, attendance, and learning progress, happens as this promotes safety.
- For VET students, communication with the student's secondary college, the main education provider, occurs so that the school can tell parents or carers about student attendance, progress, and wellbeing whilst at Murray ACE
- A parent or carer (or the school) are required to inform Murray ACE and approve student absences.
- Low attendance that has not been explained puts the student at risk of being withdrawn from the course and for students under the age of 17 the Department of Education notified.



### **Guidelines:**

- All staff and trainers at Murray ACE must have a current police check that is less than 5 years' old.
- All staff and trainers at Murray ACE must have a current Working with Children Check or be VIT registered.
- No Murray ACE staff, trainer or visitors 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
- 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 and trainers 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.

### **Unacceptable behaviours when working with children and young people:**

- Condone or participate in any behaviour with a child that is illegal, unsafe, or abusive.
- Ignore or disregard any concerns, suspicions, or disclosures of child abuse.
- Use hurtful, discriminatory, racist, or offensive behaviour or language with a child.
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts or special treatment).
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context.
- Engage in any unnecessary physical contact with a child unless in the context of the learning environment.
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate.
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting.
- Treat a child unfavourably because of their disability, age, sex, gender identity, race, culture, vulnerability, sexuality, or ethnicity.



- Communicate directly with a student 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, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter.
- Photograph or video a child in an institutional environment except per institute policy or where required for duty of care purposes.
- Use any computer, mobile phone, or other digital devices to exploit or harass a child or in any way access inappropriate material or content related to children.

### **BREACHES TO THE CHILD SAFETY CODE OF CONDUCT**

All Murray ACE staff, trainers, 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.

### **Communication**

This policy will be communicated to our RTO community in the following ways:

- Available publicly on RTO website [www.macesh.vic.edu.au](http://www.macesh.vic.edu.au)
- Included in staff induction processes for relevant staff
- Discussed in an annual staff briefing/meeting
- Hard copy available from RTO administration upon request

### **Review Record**

#### **Related Documents or links**

Nil

#### **Date Endorsed by Committee of Management**

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