



Child Safe Code of Conduct Policy

AUSTRALIAN INTERNATIONAL ACADEMY OF EDUCATION

Child Safe Code of Conduct Policy

Purpose

Australian International Academy of Education (AIAE) Child Safe Code of Conduct sets out the expected behaviour of adults with children and young people on our campuses. All AIAE staff, volunteers, contractors, service providers, board members and any other adult involved in child-connected work must follow the Child Safe Code of Conduct.

The Child Safe Code of Conduct serves to protect students, reduce any opportunities for abuse or harm to occur and promotes child safety by identifying professional boundaries and ethical behaviour. Furthermore, it supports AIAE staff and volunteers to avoid and better manage inappropriate behaviours and difficult situations. It is intended to complement other professional and occupational codes and standards.

The Child Safe Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by AIAE for student use (for example: excursions, school camp). This Child Safe Code of Conduct is reviewed every two years and has been approved and ratified by the AIAE Board and is available on our public website.

All AIAE staff, volunteers, contractors, service providers and board members must sign and abide by this Child Safe Code of Conduct.

Acceptable Behaviours

All AIAE staff, volunteers, contractors, service providers and board members are responsible for promoting the safety and wellbeing of students and must:

- Uphold and act in accordance with AIAE's Child Safety and Wellbeing Policy at all times.
- Comply with applicable guidelines published by AIAE with respect to child safety, such as the Staff and Student Professional Boundaries Policy.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- 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 supervision for students, ensuring one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- 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.



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- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- 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 Policy.
- Report concerns about child safety to one of the Child Safety Officers and ensure that 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 and protected from harm.
- Call the **Police on 000** if you have immediate concerns for a student's safety.

Unacceptable Behaviours:

All AIAE staff, volunteers, contractors, service providers and board members are responsible for promoting the safety and wellbeing of students and must 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.
- Use physical means (other than as expressly outlined in the Restraint of Students Policy) or corporal punishment to discipline or control a student.
- 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 activities with a student who is not your own child, outside of school hours and without permission from AIAE and the student's parent/carer.
- 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.

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- Post identifying information about a student online unless it is necessary for the Campus's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's: full name; age; e-mail address; telephone number; residence; school; or details of a club or group that they may attend.
- Ignore or disregard any suspected or disclosed child abuse or other harm.
- Consume alcohol or take illicit drugs in the school environment or at AIAE events where students are present.
- Have contact with any student outside of school hours except when needed to deliver the curriculum or professional guidance and parental permission has been sought.

Breaches of this Child Safe Code of Conduct:

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

Disciplinary procedures may result in a range of measures (depending on the severity of the breach) including but not limited to remedial education, counselling, increased supervision, the restriction of duties, appointment to an alternate role and suspension. In the case of serious breaches, disciplinary procedures may include termination of employment, contract or engagement/appointment.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the AIAE policies and any other relevant authority. The matter may be subject to referral to Victoria Police and/or a regulatory body (eg. VIT, CCYP Reportable Conduct Scheme).

Report Any Concerns:

All breaches or suspected breaches of this Child Safe Code of Conduct Policy must be reported to AIAE Child Safety Officer or the Senior Child Safety Officer/Head of Campus and Executive Principal by phoning 9350 4533 (MSC), 9354 0833 (KKCC), 8372 5446 (CSSC), 9117 9252 (CSPC) or emailing:

- Ms Michelle Shears (Head of Campus MSC) ss@aia.vic.edu.au,
- Mr Moustafa Elakkoumi (Head of Campus KKCC) eu@aia.vic.edu.au,
- Mr Ali Harba (Head of Campus CSSC) ha@aia.vic.edu.au,
- Ms Angela Florio (Head of Campus CSPC) fl@aia.vic.edu.au

If the breach or suspected breach relates to the Head of Campus or Executive Principal, the AIAE Board Chairperson can be contacted at board@aia.vic.edu.au

Communications will be treated confidentially on a 'need to know basis'.

**ADVANCEMENT
DETERMINATION
FAITH**

aia.vic.edu.au

Australian International Academy of Education

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