

APPENDIX A

CODE OF CONDUCT

Behaviour expectations and boundaries for interactions with children for all individuals at Monash.

June 2017



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CODE OF CONDUCT (CHILD SAFE STANDARDS)

All staff, students, title holders, contractors, volunteers and University Council members must observe the child safe principles and expectations encompassed in this Code of Conduct (Child Safe Standards) (the "Code") and the "Child Safe Standards Framework" for appropriate behaviour towards and in the company of children (herein referred to as 'individuals').

This Code outlines appropriate standards of behaviour towards children for all individuals acting for or on behalf of the University. A child is any person under 18 years of age. The Code serves to protect children, reduce any opportunities for abuse or harm to occur, and promote child safety both at the University and in the community in which we participate. It provides guidance on how to best support children and how to avoid or better manage difficult situations. Where an individual breaches the Code, the University may take disciplinary action, including in the case of serious breaches, summary dismissal or exclusion from the University, or termination of contract.

The University requires all individuals to comply with the behaviour expectations and boundaries detailed below and with the Child Safe Standards Framework.

Behaviour expectations

DO

- ✓ Behave as a positive role model to children.
- ✓ Promote the safety, welfare and wellbeing of children.
- ✓ Be vigilant and proactive and take all reasonable steps to protect children from abuse and exploitation.
- ✓ Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- ✓ Provide supervision for children where appropriate based on their age and level of maturity.
- ✓ Comply with the Child Safe Standard Framework implemented by the University with respect to child safety and protection. For contractors, comply with child safe provisions of the contract with the University.
- ✓ Promote the safety, participation and empowerment of all children with extra consideration of children of a cultural or linguistically diverse background, Aboriginal and Torres Strait Islander children and children with a disability or medical condition.
- ✓ Use positive and affirming language toward children.
- ✓ Respect cultural, religious and political differences.
- ✓ Help provide an open, safe and supportive environment for all children to interact, learn, socialise and "have a say".
- ✓ Intervene when children are engaging in inappropriate behaviour towards others, including bullying or acting in a humiliating or vilifying way.
- ✓ Report any breaches of this Code of Conduct to the Safer Community Unit.
- ✓ Use computers, mobile phones, video cameras, cameras and social media appropriately, and never to exploit or harass children or access child exploitation material through any medium.
- ✓ Report concerns about child safety to the Safer Community Unit and ensure that legal obligations to report allegations externally are met (where relevant).
- ✓ Where an allegation of child abuse/exploitation is made, ensure as quickly as possible that the child involved is safe.
- ✓ Call the Police on 000 if there are immediate concerns for a child's safety. Further, contact the University, Safer Community Unit and inform them of the allegations, incident or concern.
- ✓ Respect the privacy of children and their families and only disclose information to people who have a need to know.
- ✓ Immediately advise the University if you are investigated for, charged with or convicted of a child sex offence in Australia or any other jurisdiction and/or if you become (or may become) ineligible to work with children because of a criminal conviction or other relevant finding (e.g. a intervention order in relation to children or young people).
- ✓ Ensure that when photographing or filming a child or when using children's images, you:
 - Assess and endeavour to comply with local traditions or restrictions on reproducing personal images before photographing or filming a child;
 - Before photographing or filming a child, obtain informed consent from the child, and where appropriate their parent or guardian (based on the child's age and level of maturity and for all children under 16 years). You must also explain how the photograph or film will be used;

- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and facts; and
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form, except where you have the informed consent of the child and, where appropriate, the parent or guardian of the child (based on the child's age and level of maturity and for all children under 16 years).

DO NOT

- X** Do not engage in or use language or behaviour, or expose children to behaviour that is inappropriate, discriminatory, prejudicial or oppressive, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- X** Do not engage in discussions that are not age appropriate in the presence of children.
- X** Do not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including facilitating or paying for sexual services or acts. This includes making sexually suggestive comments and sharing sexually suggestive material.
- X** Do not engage in inappropriate or unnecessary physical contact or behaviours including actions of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- X** Do not invite unaccompanied children into your home, unless they are at immediate risk of injury or in physical danger.
- X** Do not sleep close to unsupervised children unless absolutely necessary, in which case you must obtain your supervisor's permission, and ensure that another adult is present if possible.
- X** Do not engage in any form of physical violence or corporal punishment, towards a child including inappropriately rough physical play.
- X** Do not engage in any form of behaviour that has the potential to cause a child serious emotional or psychological harm.
- X** Do not develop relationships with a child that could be seen as favouritism or grooming for a sexual favour.
- X** Do not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- X** Do not take or publish (including online) photos, movies or recordings of a child without the child's informed consent, and where appropriate based on the age and maturity of the child (and in all cases where the child is under 16 years) that of the parent or guardian of the child.
- X** Do not post online any information about a child that may reveal their identity such as their full name, age, email address, telephone number, residence, or details of a club or group they may attend without the child's informed consent, and where appropriate based on the age and maturity of the child (and in all cases where the child is under 16 years) that of the parent or guardian of the child.
- X** Do not ignore or disregard any suspected or disclosed child abuse/exploitation.

Reporting concerns

University individuals, students, title holders, contractors, and volunteers (individuals) who have concerns that a child may be subject to abuse are asked to contact the Safer Community Unit. Communications will be treated confidentially and shared on a 'need to know basis'

Campus Security

+61 3 9905 3333 or
ext 333 from a Monash phone

Safe Community Unit

+61 3 990 51599 or safercommunity@monash.edu
Hours: 9am to 5pm

Emergency Service

Dial 000



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