

## A-Grade Tutoring CODE OF CONDUCT

We are committed to having a tutoring service that is safe for all children where child abuse and harm are not tolerated. Child safety is A-Grade Tutoring's top priority and the prevention and reporting of abuse is supported and encouraged. All employees, and management, have a shared responsibility for promoting the safety, wellbeing, and empowerment of children. A-Grade Tutoring recognises that discrimination can harm children and we treat all children with dignity and respect.

This Code of Conduct sets expectations for how employees at A-Grade Tutoring should behave around children. This helps children participate safely in our tutoring service.

Tutoring involves a large amount of work with children, so having behavioural standards to manage the risks to children is important. This Code of Conduct identifies positive child safe behaviours that we ask all employees, and anyone who works with children in our organisation, to demonstrate. It also identifies behaviours that we consider unacceptable and not permitted in our organisation.

Not following standards of acceptable and unacceptable behaviour is a breach of this Code of Conduct and may result in disciplinary action. Some behaviours on their own may not be a serious breach of the Code of Conduct but together may indicate a concerning pattern of behaviour that poses a risk to the safety of children. All breaches of this code of conduct, whether proven or alleged, will be dealt with on a case-by-case basis and may result in internal disciplinary action, including temporary suspension of work, or permanent dismissal. Any uncertainty or conflict of interest will be resolved in the interests of promoting and protecting child safety. In cases of severe breach of this code of conduct, legal action may be taken at management's discretion, or by a third party.

All A-Grade Tutoring employees must always follow these standards of behaviour, including but not limited to when tutoring students in person or online, or otherwise engaging with students in the course of employment.

### I WILL:

- take all reasonable steps to protect children from abuse
- take disclosures of harm or abuse made by a child seriously
- raise concerns with management if risks to child safety are identified. Report and act on any concerns or observed breaches of this Code of Conduct
- participate in all compulsory training and professional development including training on child safety and wellbeing
- treat all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics
- consider the different needs of all children at A-Grade Tutoring, support them to participate fully in programs
- make Aboriginal children and families feel included and welcome at A-Grade Tutoring and support Aboriginal children to express their culture and enjoy their cultural rights
- help A-Grade tutoring be an organisation where people of all cultures feel safe and included and report any instances of racism or other forms of discrimination I become aware of
- listen to children and respond to them if they feel unsafe.
- value children and young people's ideas and opinions
- promote friendships and encourage children and young people to support their peers
- involve children and young people in decisions about the activities they participate in at A-Grade Tutoring and welcome the participation of parents and carers in these decisions

- report any conflicts of interest I have (such as an outside relationship with a child) that may affect my ability to perform my role
- respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it
- inform parents and carers of children, as well as A-Grade tutoring management, if there are situations that need to be safely managed but are outside the boundaries of this Code of Conduct
- ensure breaches of this Code are reported to the CEO of A-Grade Tutoring immediately
- comply with all relevant Australian and Victorian legislation and our child safe policies and procedures
- uphold the rights of the child and always prioritise their needs.

#### I WILL NOT:

- condone or participate in illegal, unsafe, abusive or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, racism or cultural abuse, grooming, neglect or sexual misconduct
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- exaggerate or trivialise child abuse issues
- use hurtful or offensive behaviour or language with children
- fail to report information to police if I know a child has been abused
- touch children in a way that is unnecessary or unsuitable
- persistently criticise and/or denigrate a child
- deliberately prevent a child from forming friendships
- verbally assault a child or create a climate of fear
- offer children and young people alcohol, cigarettes or other drugs
- show children pornographic images
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as changing clothes
- develop 'special' relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention
- have unauthorised contact with children and young people online, on social media or by phone
- take photographs, screenshots or share images of children involved in activities that are not authorised by A-Grade Tutoring
- be alone with a child when there is no professional reason for doing so
- engage in babysitting, mentoring and/or tutoring a child out of work hours, or without the knowledge of management (without managerial approval for this kind of secondary employment)
- Intentionally or negligently act in breach of contract.
- Intentionally or negligently act against the best interests of A-Grade tutoring, or in a way that causes undue physical, emotional, psychological, or financial harm to its students, employees, or management.

If I suspect that this Code of Conduct has been breached by another person in the organisation:

I WILL:

- act to prioritise the best interests of the child or children
- promptly take actions to ensure the child or children are safe
- as soon as possible report the incident or concerns using the A-Grade Tutoring complaints process
- maintain the privacy of those involved, unless required by law to disclose private information

Complaints about a breach of this Code of Conduct must be reported to The CEO of A-Grade Tutoring, William Keehne. William can be contacted on his mobile: 0447416902, or via his email: bkeehne689@gmail.com

Some breaches of this Code of Conduct may need to be reported to the Victorian Police, or to the Commission for Children and Young People. Our Complaint Handling Policy provides more information about our reporting obligations to external authorities as well as describing protections and confidentiality provisions for anyone making a report. The policy is available at request from William Keehne.

Staff and who breach our Code of Conduct may also be subject to disciplinary action. This can include increased supervision, suspension or termination from the organisation. Detailed descriptions of breaches are found in our Child Safety and Wellbeing Policy. The policy is available at request from William Keehne.

PLEASE NOTE:

If any person in a position of authority within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence committed by an adult associated with the organisation (for example, an employee), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take appropriate action to address the risk may be charged with the criminal offence of 'failing to protect' and may face a term of imprisonment.

If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local police station. Failure to disclose the information may be a criminal offence.

Signature

I have read this Code of Conduct and agree to abide by its terms.

Name:

Signature:

Date: Last reviewed: 29 December 2023

Next review date: 29 December 2024

Responsible officer: CEO