

# anzuk Child Safety Code of Conduct

Drafted by	Moores	Approved by the Executive Leadership Team	June 2024
Responsible person	CEO	Scheduled review date	Annually

## Child Safety Code of Conduct

### 1 Introduction

- 1.1 anzuk Education (**anzuk**) is committed to promoting and protecting the health, safety and wellbeing of all children and young people.
- 1.2 anzuk has no tolerance for child abuse or risk of harm.
- 1.3 If any person believes a child is at immediate risk of abuse or harm, telephone 000.
- 1.4 This Child Safety Code of Conduct (**Code**) takes into account the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, LGBTIQA+ children, children with disabilities, children who are unable to live at home, and children who are vulnerable.
- 1.5 anzuk is a recruitment organisation that also assigns labour hire casual employees in education settings. We are committed to ensuring that all Workers and partner Education Institutions are aware of the importance of child safety and understand the obligations relevant to their respective roles when working with children and young people.

### 2 Purpose

- 2.1 This Code sets out standards of acceptable and unacceptable behaviour for all employees, volunteers and contractors while employed or engaged by anzuk.
- 2.2 All employees, contractors and volunteers must sign and agree to abide by this Code when commencing their work for anzuk.

### 3 Scope

This Code applies to all Workers engaged by anzuk, including anzuk Casual Employees/Educators, in conjunction with anzuk's National Child Safety Policy and Child Safety Procedures.

anzuk Workers may also be required to comply with any policies, procedures and codes of conduct issued by the Educational Institution in which they are placed on assignment.

### 3.1 Workers are required to comply with this Code at all times.

This Code applies in all Educational Environments and all interactions with children and young people including:

- (a) physical contact
- (b) face to face contact
- (c) contact by post or other written communication
- (d) contact by telephone or other oral communication; and
- (e) online contact including by email, social media or other electronic means.

### 3.2 This Code applies regardless of:

- (a) the location of where an interaction occurs, whether during or outside the Educational Environment or during or outside the operating hours of Educational Institutions in which anzuk Workers are placed on assignment
- (b) a Learner's age
- (c) a Learner's consent
- (d) the consent of parents/guardians and families; and
- (e) circumstances in which a Learner initiates an interaction or communication with the Worker.

## 4 Definitions

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**anzuk** means anzuk Education Services Pty Ltd (ACN 123 730 521).

**anzuk Casual Employees/Educators** means anzuk's Labour Hire casual employees who are placed on assignment in Educational Institutions, for example as casual relief teachers and teaching assistants.

**Child, children or young person** means a child or young person who is under 18 years of age, unless otherwise defined by law or noted in this Code.

**Child abuse or risk of harm** means conduct and/or the risk of conduct towards, against, with or in the presence of a child, including:

- (a) physical violence or harm
- (b) conduct of a sexual nature, including a sexual offence, sexual abuse, sexual misconduct and/or grooming a child
- (c) significant emotional or psychological harm; or
- (d) significant neglect of a child.

**Child Safety Officers or CSOs** means people appointed by anzuk to listen, discuss and clarify issues raised by Workers and/or Educational Institutions in relation to actual or suspected child abuse or risk of harm at Educational Institutions.

**Educational Environment** means all physical and online environments and places made available or authorised for use by a Learner by the Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment, including but not limited to:

- (a) the physical premises of the Educational Institutions
- (b) the online Educational Environments (including email, portals, intranet systems, telecommunication, social media and other online communications); and
- (c) other locations provided by Educational Institutions for a Learner's use (including, without limitation, locations used for camps, excursions, "rest days", competitions, and other events).

**Educational Institutions** means the schools, early learning centres, kindergartens and other educational entities that provide education services in which anzuk Casual Employees/Educators are placed on assignment.

**Learner** means a student in the Educational Institution in which an anzuk Casual Employee/Educator is placed, and includes:

- (a) a child; and
- (b) a student who is 18 years of age or older.

**LGBTIQA+** is an evolving acronym that stands for lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual.

**Workers** means anzuk employees (including anzuk Casual Employees/ Educators), directors, contractors and volunteers.

## **5 Required behaviours**

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### **5.1 All Workers must:**

- (a) conduct themselves in a manner consistent with their position and abide by professional boundaries at all times
- (b) adhere to anzuk's National Child Safety Policy, Child Safety Procedure and this Code at all times
- (c) take all reasonable steps to protect the Learners in the care of Educational Institutions in which anzuk Casual Employees/ Educators are placed on assignment from child abuse or risk of harm
- (d) report any allegations of child abuse or risk of harm, in line with anzuk's National Child Safety Policy and Child Safety Procedure

- (e) report any suspected breach of this Code to a CSO
- (f) respect the confidentiality and privacy of Learners and act in accordance with anzuk's Privacy Policy and the *Privacy Act 1988* (Cth)
- (g) establish and maintain a child-safe environment in the course of their work
- (h) maintain strict impartiality towards Learners at all times
- (i) comply with relevant professional and employment obligations, including any professional or occupational codes of conduct that apply to their position
- (j) comply with any lawful and reasonable requests or direction by anzuk; and
- (k) promptly cooperate with any child safety investigation by anzuk, a relevant Educational Institution, police, a government department or regulatory body.

5.2 In addition, Workers who perform child-related work, including anzuk Casual Employees/Educators, must:

- (a) adhere to all policies, procedures and codes of conduct that apply at the Educational Institution in which they are placed on assignment
- (b) promote cultural safety, and actively encourage and support the participation and empowerment of Aboriginal and Torres Strait Islander Learners (for example, by never questioning an Aboriginal and Torres Strait Island Learner's self-identification)
- (c) support and encourage Aboriginal and Torres Strait Island Learners to express their culture and enjoy their cultural rights
- (d) respect the language, customs, religions and cultures of Learners
- (e) promote the empowerment of Learners about their rights, and encourage and empower their participation in decisions affecting them
- (f) promote the safety, participation and empowerment of Learners with disabilities, Learners from culturally and linguistically diverse backgrounds, Learners who are unable to live at home, LGBTIQ+ Learners and Learners who are vulnerable. For example, by having no tolerance for discrimination, racist, bullying and phobic behaviour
- (g) listen to the views and concerns of Learners and offer support, particularly if they disclose child abuse or risk of harm
- (h) exercise prudent judgement and intervention when Learners engage in harmful behaviour towards others (e.g. bullying, harassment, discrimination or vilification)

- (i) only interact with Learners through the permitted technology systems of the Educational Institution, and only if it is necessary to perform their role with the Educational Institution
- (j) immediately notify a CSO or their managing consultant team if they become the subject of any investigation in relation to their conduct towards Learners, are charged with any offence related to children or family violence, are named as a respondent on a family violence intervention order or personal safety intervention order, or are subjected to court orders relating to children
- (k) exercise prudent judgment and sensitivity regarding appropriate physical interactions with Learners, and only engage in physical interactions with Learners where it may be necessary, beneficial and/or supportive; and
- (l) immediately notify a CSO if an anzuk Casual Employee/ Educator has a personal relationship with a Learner that is not connected to their employment with anzuk.

## **6 Unacceptable behaviours**

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### **6.1 Workers must not:**

- (a) engage in any form of child abuse or risk of harm; and
- (b) ignore or disregard any suspected or disclosed child abuse or risk of harm
- (c) discourage any person from reporting a complaint or concern of child abuse or risk of harm; or
- (d) tell or encourage any person to breach this Code, anzuk's National Child Safety Policy and Child Safety Procedure or any policies, procedures and codes of conduct that apply at the Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment.

In addition, Workers who perform child-related work (including anzuk Casual Employees/Educators), must not in connection with their employment with anzuk:

- (e) other than where a Learner is an immediate family member of the Worker, develop any 'special' relationships with any Learner that could be seen as favouritism, including but not limited to:
  - (i) offering gifts to or special treatment for specific Learners
  - (ii) showing favouritism towards a Learners
  - (iii) attending parties or socialising with Learners outside of organised events in an Educational Environment

- (iv) sharing personal details about their private life with Learners, other than appropriate surface level details (e.g. the name of their pet or where they went on holiday)
- (v) meeting with Learners outside of the operating hours of Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment without permission from anzuk and the Educational Institution; or
- (vi) engaging in conduct or behaviour with Learners which may be construed as unnecessarily physical (for example, sitting on laps, massages)
- (vii) engaging in open discussions of a mature or adult nature in the presence of a Learner (e.g. sharing personal information about sexual or social activities, or their intimate relationships)
- (f) engage in conduct towards or in the presence of a Learner that suggests contempt, ridicule or intolerance, including because of the Learner's or another person's race, culture, religion, gender, sexual orientation, living arrangements or disability
- (g) subject a Learner to any form of corporal punishment or physical violence
- (h) put a Learner at risk of harm or abuse (e.g. by locking doors)
- (i) initiate unnecessary physical contact with a Learner or do things of a personal nature that a Learner can do for themselves, such as toileting or changing clothes
- (j) engage in rough physical games, hold, massage, kiss, cuddle or touch Learners in an inappropriate and/or culturally insensitive way
- (k) use inappropriate or profane words, gestures or images in the presence of a Learner
- (l) express personal views on culture, race or sexuality in the presence of Learners
- (m) discriminate against any Learner, including because of age, sex, gender identity, race, religion, sexual orientation, ethnicity or disability
- (n) have contact with a Learner or their family outside of the operations of Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment without the Educational Institution's knowledge, and/or consent or the Head of the Educational Institution (e.g. unauthorised after-hours tutoring, private lessons or sport coaching)
- (o) use any personal communication channels or device such as a personal email account, social media or instant messenger account to contact Learners or their families

- (p) exchange personal contact details with Learners such as phone numbers, social networking sites or personal email addresses
- (q) drive a Learner in their vehicle unless they have the express consent of an Educational Institution in which anzuk Casual Employee/ Educators are placed on assignment and the parent, carer or guardian of the Learner
- (r) become 'friends' with, follow or add a Learner on any social media platform
- (s) photograph or video a Learner without the consent of the Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment and the Learner's parent, carer or guardian
- (t) share or request any photographs, videos, recordings or personal information about Learners without the consent of the Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment, including on any of their own social media platforms
- (u) engage in any action that is, or may be perceived by a reasonable observer as, grooming of a Learner or as a change or suppression practice that seeks to change or hide someone's sexual orientation or gender identity
- (v) work with a Learner while under the influence of alcohol or illegal drugs
- (w) consume alcohol or drugs in an Educational Environment or at an event in the presence of Learners, or supply any Learner with drugs or alcohol
- (x) smoke on the campus of an Educational Environment or event affiliated with the Educational Environment
- (y) spend one-on-one time alone with a Learner for longer than reasonably necessary consistent with their position
- (z) take a Learner to their home or encourage meetings outside an Educational Environment
- (aa) speak to a Learner in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating, including but not limited to:
  - (i) swearing in the presence of a Learner
  - (ii) yelling at a Learner, except in an emergency situation where a Learner's safety may be in danger
  - (iii) speaking to a Learner in a sexually explicit manner
  - (iv) using hurtful sarcasm

- (bb) engage in any conversations about sex or sexual activities with Learners unless:
  - (i) the conversations are part of a legitimately arranged instructional activity dealing authorised by the Educational Institution; and
  - (ii) it is a specific job requirement, and the person is trained to discuss these matters
- (cc) be naked in the presence of a Learner
- (dd) share or discuss sexually explicit materials including magazines, photographs, online material, cards, videos, films, clothing, etc. with or in the presence of a Learner
- (ee) sleep in the same beds, sleeping bags or tents with a Learner; and/or
- (ff) engage in grooming or conduct of a sexual nature with or in the presence of a Learner.

## **7 Use of electronic communications**

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Electronic communication between a Worker and a Learner and/or their families should only occur for reasons relating to the services of Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment.

### **7.1 Such communication:**

- (a) should pertain to issues directly associated with a service, activity or event; and
- (b) should not be used to promise unauthorised social activity or to arrange unauthorised contact.

All Workers, including anzuk Casual Employees/Educators, are reminded:

- (c) never to post images on communication channels of anzuk or Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment that offer personal information such as address, phone numbers, email address and instant messaging names of a Learner
- (d) that it is illegal to create, possess, distribute, post or transfer child abuse material, and that the law is extremely strict with reference to images of children
- (e) not to engage Learners on social media platforms outside Educational Environments, including connecting, messaging or interacting with Learners on personal social media accounts
- (f) the creation, possession, distribution, or transfer of images or videos of Learners on personal electronic devices including as screen savers or backgrounds is not appropriate



- (g) the creation, possession, distribution, or transfer of images or videos of Learners must be for a purpose authorised by anzuk or Educational Institutions in which anzuk Casual Employees/ Educators are placed on assignment.

## 8 Physical contact / touching

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Workers are prohibited from using physical discipline in any way for behaviour support and management of Learners. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviours by Learners.

Physical contact may be required in an emergency situation to protect the health and safety of any person or remove Learners or Workers quickly from danger or threat of danger, but only to the extent that physical contact is reasonable in all the circumstances and no more force is used than is absolutely necessary.

- 8.1 Contact between Workers and Learners is part of normal human relationships. Some considerations and guidelines include the following:
  - (a) consider the Learner's age, developmental level, maturity and level of care required, for example, touching a Learner to gain their attention, guiding or comforting a distressed Learner
  - (b) work in an open environment; for example, in confidential interviews or a one-to-one meeting, the door should be open or with visual access from outside the room
  - (c) be alert to cues from Learners about how comfortable they are in your proximity and respect their need for personal space
  - (d) be sensitive when interacting with Learners, such as those who may have experienced trauma or more vulnerable
  - (e) be aware of cultural norms and the needs of Aboriginal and Torres Strait Islander Learners, Learner with a disability, Learners from culturally and linguistically diverse backgrounds, Learners who are unable to live at home, and LGBTIQ+ Learners that may influence the interpretation of your behaviour or what is acceptable in terms of personal space
  - (f) be cautious about physical contact in games or practical instruction. If you need to make physical contact for demonstrations, explain the activity and what you will do, maintain a safe and appropriate distance, and if the Learner expresses a concern about the physical contact then consider alternative options
  - (g) physical contact should be reasonable, necessary and aim to make Learners feel comfortable, for example, shaking hands, a congratulatory pat on the back or rub on the side of their arm for reassurance

- (h) it is not appropriate for Workers to initiate out of hours contact with a Learner, including online contact, unless it is in the context of an emergency or where the Learner is unavailable during operating hours of Educational Institutions in which anzuk Casual Employees/Educators are placed on assignment.

## 9 Transportation and off-site events

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Other than in an emergency or other situation where there are no alternatives, it is not acceptable to transport Learners without written permission of the Educational Institution in which anzuk Casual Employees/Educators are placed on assignment and of their parent, carer or guardian.

- 9.1 Learners should be transported directly to their destination. No stops should be made other than those that are reasonably scheduled for meals or comfort stops.

It is prohibited to have Learners spend the night at the residence of a Worker without prior approval from the Educational Institution in which anzuk Casual Employees/Educators are placed on assignment and a parent, carer or guardian.

- 9.2 A Worker must not shower or change in front of a Learner.

## 10 Confidentiality

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- 10.1 Workers should **not** discuss confidential matters about Learners with people outside anzuk in a way that identifies that Learner except when they have the express consent of:

- (a) the Learner or their parent, carer or guardian
- (b) the Education Institution; and
- (c) anzuk,

consistent with their legal obligations.

## 11 Breach

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A breach of this Code may be considered misconduct or reportable conduct and may result in an investigation and/or disciplinary action.

- 11.1 Any concerns about the conduct covered by this Code should be raised with the Executive Leadership Team or People and Growth.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this Code to the CSO, your manager, your managing Consultant Team or People and Growth.

I agree to adhere to this Code:

Name: .....

Signature.....

Date: .....