



**Australian Institute
of Education and Training**

The Australian Institute of Education and Training (AIET) is committed to the safety and wellbeing of children and young people. AIET recognises the importance of, and a responsibility for, ensuring our organisation is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Child Safe Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department of Education Policy, AIET Policies and Procedures and professional standards, codes or ethics as these apply to staff and other personnel.

AIET Management will support implementation and monitoring of the Child Safe Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe environments. AIET Management will also provide information and support to enable the Child Safe Code of Conduct to operate effectively.

All Staff and Trainers, of AIET are required to comply with the Child Safe Code of Conduct by observing expectations for appropriate behaviour below. The Child Safe Code of Conduct applies in all training situations, and in the use of digital technology and social media.

CHILD SAFE CODE OF CONDUCT

The Australian Institute of Education and Training (AIET) RTO Number 121314 and its Staff and Trainers, is responsible for supporting the safety, participation, wellbeing and empowerment of children under the age of 18 by:

- adhering at all times to the AIET's Child Safe Policy, Statement of commitment to Child Safety and this Child Safe Code of Conduct;
- being vigilant and proactive with regards to student safety and taking all reasonable steps to protect children from abuse;
- listening and responding to the concerns of children;
- promoting the cultural safety, participation and empowerment of:
 - Aboriginal children (for example, by never questioning an Aboriginal child's self-identification);
 - children with culturally and/or linguistically diverse backgrounds (for example, by having zero tolerance of discrimination);
 - children with a disability (for example, during personal care activities);
 - children who are same sex attracted, intersex or gender diverse.
- helping to provide an open, safe, and supportive environment for all children to interact and socialise;
- if an allegation of child abuse is made, ensuring that the child(ren) are safe as quickly as possible;
- reporting any allegations of child abuse or child safety concerns in accordance with AIET's Child Safe Policy; and
- as far as practicable, respecting the privacy of the child(ren) and their families by only disclosing information to people who have a need to know.

The Australian Institute of Education and Training (AIET) Staff and Trainers must not:

- use any electronic device inappropriately, or to exploit or harass a child or access inappropriate material or pornography through any medium;
- develop any 'special' relationships with a child that could be seen as favouritism;
- exhibit behaviours with a child which may be construed as unnecessarily physical (for example inappropriate sitting on laps);
- engage in any form of sexual conduct with a child, including making sexually suggestive comments and/or sharing sexually suggestive material;
- engage in any form of behaviour that has the potential to cause a child serious physical, emotional or psychological harm;
- put a child at risk of abuse (for example, by locking doors);
- engage in open discussions of a mature or adult nature in the presence of a child;
- use inappropriate language in the presence of a child;
- express personal views on cultures, race or sexuality in the presence of a child;
- shame, humiliate, oppress, belittle or degrade a child;

- discriminate against any child, including because of culture, race, ethnicity, disability, gender identity or sexual orientation;
- work with children whilst under the influence of alcohol or illegal drugs;
- post online any information that may identify a child, such as full name, age, email address, telephone number or residence without parental/guardian/carer consent;
- post or publish (including online) photos, movies or recordings of a child without parental/guardian/carer consent; or
- ignore or disregard any suspected or disclosed child abuse.

If you believe a child is at immediate risk of abuse call 000.

REVIEWING THE CHILD SAFE CODE OF CONDUCT

The Australian Institute of Education and Training review its Child Safety Code of Conduct on an as needs basis. As a minimum the Child Safe Code should be reviewed every 3 years.