MILC CHILD SAFETY CODE OF CONDUCT

# **Help for non-English speakers**

If you need help to understand the information in this policy, please contact MILC +61 3 9596 7108

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school boarding premises.

All Melbourne Intercultural Learning Centre (MILC) staff, contractors, service providers, and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school boarding premises hours and in other locations provided by the school boarding premises for student use (for example, a camp).

# ACCEPTABLE BEHAVIOURS

As Melbourne Intercultural Learning Centre staff, contractors, and any other member of our school boarding premises community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

* upholding our MILC commitment to child safety at all times and adhering to our *Child Safety and Wellbeing Policy*
* treating students and families in our school boarding premises community with respect in our school boarding premises environment and outside our school boarding premises environment as part of normal social and community activities
* listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
* promoting the cultural safety, participation and empowerment of International students, students with culturally and/or linguistically diverse backgrounds, students with a disability, students in homestay and lesbian, gay, bisexual, transgender and intersex (LQBTIQA+) students
* ensuring, as far as practicable, that adults are not alone with a student – 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
* reporting any allegations of child abuse or other child safety concerns to the Principal, Area Manager or Child Safety Coordinator
* understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our *Child Safety and Reporting Obligations Policy and Procedures* (to view MILC policy:
* if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm

# UNACCEPTABLE BEHAVIOURS

As Melbourne Intercultural Learning Centre staff, contractors and member of our school boarding premises community involved in child- connected work we must not:

* ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
* develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, by offering gifts)
* display behaviours or engage with students in ways that are not justified by the educational or professional context
* ignore an adult’s overly familiar or inappropriate behaviour towards a student
* discuss intimate topics or use sexualised language, except when needed to deliver the school boarding premises curriculum or professional guidance
* treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
* communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school boarding premises work or extra-curricular activities or where there is a safety concern or other urgent matter
* photograph or video a child or student in a school boarding premises environment except in accordance with the Photographing, Filming or Recording Students Policy or where required for duty of care purposes
* consume alcohol against school boarding premises policy or take illicit drugs in the school boarding premises environment or at school boarding premises events where students are present
* have contact with any student outside of school boarding premises hours except when needed to deliver the school boarding premises curriculum or professional guidance and parental permission has been sought

# BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

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

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the MILC Child Safety Code of Conduct must be reported to the Managing Director

If the breach or suspected breach relates to the Managing Director, refer to the Director

COMMUNICATION

This policy will be communicated to our school boarding premises community in the following ways:

* Available publicly on our school boarding premises’ website:
* Included in staff induction processes and annual professional development session
* Discussed an annual staff briefings or meetings
* Hard copy available from school boarding premises administration upon request

FURTHER INFORMATION AND RESOURCES

The following school boarding premises policies are also relevant to this policy:

* *Child Safety and Wellbeing Policy*
* *Child Safe Standards*
* *Statement of Values and School boarding premises Philosophy*
* *Student Wellbeing and Engagement Policy*
* *Duty of Care Policy*
* *Inclusion and Diversity Policy*

POLICY REVIEW AND APPROVAL

|  |  |
| --- | --- |
| Policy last reviewed | May 2024 |
| Approved by | Director |
| Next scheduled review date | May 2027 |