

## TAFE SA Child Safe Code of Conduct

TAFE SA is committed to providing safe physical and online environments where the protection and wellbeing of children and young people is achieved through the delivery of safe practices.

This Code applies to all members of the TAFE Community, including staff members, Board members, labour hire contractors, volunteers, hourly paid instructors, casuals, students, parents, and guardians.

Caring for children and young people brings additional responsibilities for those in the TAFE SA organisation. Everybody in the TAFE SA community is responsible for promoting and protecting the safety and wellbeing of children and young people by:

- Always abiding by TAFE SA's Safe Environments for Children and Vulnerable People Policy and taking all reasonable steps to ensure the safety and protection of children and young people.
- Treating everyone (including all staff, volunteers, students, children, young people, and parents), including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty, and ensuring that equity is upheld.
- Being a positive and respectful role model to children and young people in all conduct with them.
- Setting clear boundaries of appropriate behaviour between adults and the children and young people in the organisation.
- Listening and responding appropriately to the views and concerns of children and young people.
- Being alert and responsive to dealing with bullying or harassing behaviours.
- Reporting any breaches of this Child Safety Code of Conduct to the Executive Director, People and Culture.
- Being alert to children and young people who are, or maybe at risk of harm, and reporting this promptly to the Child Abuse Report Line (13 14 78).
- Where an allegation of child abuse is made, ensure as quickly as possible that the child or young person involved is safe.
- Call the Police on 000 if you have any immediate concerns for a child or young person's safety. Call 131 444 if non-urgent Police assistance is required.
- Responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian.
- Respecting the privacy of children and young people and their families and only disclosing information in line with legislative obligations and TAFE SA reporting requirements.

## OFFICIAL

TAFE SA staff members (including labour hire contractors, volunteers, hourly paid instructors, and casuals), students, parents and guardians must **not**:

- Engage in any form of inappropriate behaviour towards children and young people or expose them to such behaviour including high-risk behaviours such as bullying or harassment.
- Express personal views on cultures, race, or sexuality in the presence of children or young people or discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability, or sexuality.
- Engage in any form of sexual conduct with a child or young person, including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in behaviour that has the potential to cause a child or young person serious emotional or psychological harm.
- Develop any 'special' relationships with children and young people that could be seen as favouritism, such as the offering of gifts or special treatment.
- Engage in undisclosed private meetings with a child or young person who is not your own child or young person.
- Engage in inappropriate personal communications with a child or young person through any medium, including any online contact or interactions.
- Take or publish (including online) photos, movies or recordings of a child or young person without documentation confirming parental/guardian consent.
- Post online any information about a child or young person that may identify them, such as their name, age, address, email address, telephone number, school etc.
- Ignore or disregard any suspected or disclosed child abuse, grooming or neglect.

Where it is suspected a staff member breaches this Code, the Notification of Active Situations guidelines should be followed. TAFE SA's Investigation Management Unit will then take appropriate action.

Where a student breaches this Code, in any event of serious misconduct, staff may be subject to restorative, adverse or disciplinary actions. This will be managed in line with the [Student Conduct and Disciplinary Policy](#).

Where any other member of the TAFE SA community breaches this Code, TAFE SA will take appropriate action. For example, the services of a volunteer may no longer be utilised by TAFE SA.

A breach of the Code of Conduct can be reported by children and young people in line with TAFE SA's [Customer Resolution and Feedback Policy](#) and [Procedure](#).