



## CHILD SAFETY CODE OF CONDUCT

Version	3.0
Approved by Board on	13 September 2022
Scheduled review date	July 2024 or as required

### CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

All paid and unpaid staff, including volunteers, contractors, members or trainees of **The Mathematical Association of Victoria (MAV)** are responsible for the safety and wellbeing of children and young people who engage with MAV. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

#### **The CEO and management will:**

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Act as a Child Protection Officer to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters including the implementation of strategies to reduce risk to children and young people.

#### **All people involved in the care of children on behalf of The Mathematical Association of Victoria will maintain a child-safe environment for children and young people:**

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities, behaving respectfully, courteously and ethically towards children and their families and towards other staff;
4. Establish and maintain a child-safe environment in the course of their work, to create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families, including Aboriginal young people where they are empowered to express their culture and belief systems;
5. Promote the wellbeing, safety and human rights of all children;
6. Treat children and young people with respect regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status;
7. Inform themselves and undertake any training or induction about what constitutes harm and abuse, and be attuned to the signs of abuse and harm;
8. Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well;

9. Involve children in making decisions about activities, policies and processes that concern them wherever possible;
10. Identify and mitigate risks to child safety and wellbeing when identified in any of the activities, facilities, structures, procedures or staffing practices at MAV as required by MAV's risk assessment and management policy or process;
11. Contribute, where appropriate, to MAV's policies, discussions, learning and reviews about child safety and wellbeing;
12. Report and act on any behavioural complaints, concerns or observed breaches regarding this Code of Conduct;
13. Ensure that you have a current Working with Children Check or Victorian Institute of Teaching Registration;
14. Comply with specific organisational guidelines on physical contact with children, including following a 2 person rule where another adult is always present when you are working with children where feasible (See MAV's Child Safe Policy and Procedures for more information);
15. Comply with specific organisational guidelines when dealing with children in online environments (See MAV's Child Safe Policy and Procedures for more information);
16. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
17. Respond to any concerns or complaints of child harm or abuse promptly and in line with MAV's policy and procedure for receiving and responding to complaints;
18. Report suspected or disclosed child harm or abuse to the relevant person or authority as outlined in MAV's reporting procedure and in line with mandatory reporting requirements, including the [Reportable Conduct Scheme](#);
19. Be informed about and comply with MAV's policies and procedures on record keeping and information sharing. And operate within all Australian and Victorian legislation and the policies and guidelines of The Mathematical Association of Victoria;
20. Contact the police if a child is at immediate risk of abuse (telephone 000).

### **No person shall:**

1. Exaggerate or trivialise child abuse issues;
2. Shame, humiliate, oppress, belittle or degrade children or young people;
3. Condone or participate in behaviour with children that is illegal, unsafe or abusive
4. Unlawfully discriminate against any child on the basis of age, sex, gender identity, race, culture, sexual orientation, disability or other factor;
5. Engage in any activity with a child or young person or their family members that is likely to physically or emotionally harm them;
6. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
7. Be alone with a child or young person unnecessarily;
8. Exchange personal contact details such as phone numbers, social networking details or email addresses with children outside of learning/program requirements, your position description or without oversight;
9. have unauthorised contact with children and young people online, or by phone (including but not limited to social media, email, instant messaging, chat rooms, gaming sites, and texting);
10. Develop a 'special' relationship with a specific child or young person for their own needs, that could be considered grooming;

11. Show favouritism through the provision of gifts or inappropriate attention;
12. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
13. Photograph or video a child or young person without the consent of MAV and the child and his/her parents or guardians or their school;
14. Offering to transport a child / young person alone in your car or inviting them to your home (except in cases of an organised car-pooling arrangement for transport for course/camp related trips, with the consent of a parent or guardian).
15. Disclose personal or sensitive information about a child, including images or video of a child, unless the child and their parent or legal guardian or school have consented or unless required to do so by MAV's policy and procedure on reporting.
16. Work with children or young people while under the influence of alcohol or illegal drugs;
17. Engage in open discussions of a mature or adult nature in the presence of children;
18. Use inappropriate language in the presence of children; or
19. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

**If you think this Code of Conduct has been breached by another person working for MAV you will:**

1. Act to prioritise the best interests of children.
2. Take actions promptly to ensure that children are safe.
3. Promptly report any concerns to my manager, MAV's Child Safety Officer, the Chief Executive Officer or another manager or leader in MAV.
4. Follow MAV's policies and procedures for receiving and responding to complaints and concerns.
5. Comply with legislative requirements on reporting if relevant, and with MAV's policy and procedure on internal and external reporting.

**What happens if you breach this Code of Conduct**

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation. A person breaching will face an internal and/or external investigation which may result in any of the disciplinary actions that may include, but are not limited to:

- a. additional training and support
- b. verbal warning
- c. formal written warning
- d. report to police/ Reportable Conduct Scheme
- e. stood down with pay
- f. stood down without pay
- g. termination of employment/engagement.

Alleged or actual breaches of the Code will be handled in accordance with the applicable MAV policy or procedure, enterprise agreement, applicable country law, industrial instrument, or contract. Where an alleged breach is not covered by an MAV policy document, enterprise agreement, industrial instrument, or contract, MAV will apply the principles of natural justice when investigating such a complaint.

## **Understanding and Acceptance**

MAV requires all staff to read and acknowledge this Child Safe Code of Conduct prior to commencement of employment. MAV staff must complete the mandatory e-learning compliance module on Child Safety. This module is completed at the beginning of employment and then at least every 2 years thereafter.

All contractors, students and volunteers must read and acknowledge this Child Safe Code of Conduct as part of their onboarding compliance with MAV.

Volunteers will be required to undertake induction that includes acknowledging they understand MAV's Child safe Code of Conduct, policies and procedures.

### **Authorisation**



President: Kerry Sandford

The Mathematical Association of Victoria