AUSTRALIAN INSTITUTE of INTERNATIONAL UNDERSTANDING (AIIU)

CHILD SAFE CODE of CONDUCT

The Australian Institute of International Understanding (AIIU) acknowledges the Traditional Owners of Country throughout the nation and recognises their continuing connection to lands, waters, sky and cultures. AIIU acknowledges the important role of Aboriginal people and culture within the Australian community, and the Strength, Resilience and Endurance of the Stolen Generations Survivors.

All staff, Support Officers and other relevant personnel, including host families, third party employees, and contractors must sign the Code of Conduct declaration at the start of employment with AIIU or engagement with any AIIU program or activity, and then on an annual basis, to show that they understand the principles of our Code of Conduct, confirm that they have complied with them in the previous 12 months and agree to adhere to them in the future. This Code of Conduct is to be read in conjunction with all other AIIU policies, procedures and guidelines.

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect and ensure the general welfare of children and reduce opportunities for abuse or harm. It also helps staff, support officers and other relevant parties by guiding how to best support children and avoid or better manage difficult situations. This Code of Conduct applies to all people involved in AIIU's programs and activities.

AIIU HAS ZERO TOLERANCE FOR CHILD ABUSE.

AIIU has zero tolerance of racism and expectations that AIIU staff, support officers, host families, third party employees, and/or contractors, will act on all incidents of racism, and that children and young people will be supported to express their culture and enjoy their cultural rights, including all who identify as Aboriginal and Torres Strait Islander peoples.

RESPONSIBILITIES

Staff/support officers and all other relevant personnel must:

- Ensure they are clear about their roles and responsibilities regarding child safety. Where they are unsure, they must seek guidance from AIIU, school/organisation authorities.
- Always adhere to AIIU 's Child Safe Policy and always uphold AIIU's Statement of Commitment to child safety.
- Observe safe child standards and expectations for appropriate behaviour towards and in the company of children as laid out in this Code of Conduct.
- Maintain a safe environment for all children.
- Take all reasonable steps to protect children from abuse.

- Ensure they are aware of their obligations to report suspected abuse immediately and to call the police, if there is an immediate concern for a child's safety. There is a clear requirement for reporting of complaints and concerns to authorities, whether the law requires reporting or not, and to cooperate with law enforcement.
- Ensure they are aware of the indicators when a child may be at risk of harm or significant harm.
- Represent AIIU programs and activities in a positive way.
- Treat students and families in the school/organisation community with respect, both within the school environment and outside the school environment as part of normal social and community activities.
- Listen and respond to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child.
- Promote the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander students. This includes:
    - encouraging and supporting Aboriginal and Torres Strait Islander children and young
    - people to express their culture and enjoy their cultural rights
    - actively supporting and facilitating participation and inclusion within the organisation
    - by Aboriginal and Torres Strait Islander children and young people and their families
    - not tolerating any form of racism within AIIU and across all of its programs and activities, acknowledging and appreciating the strengths of Aboriginal and Torres Strait Islander culture and understand its importance to the wellbeing and safety of Aboriginal and Torres Strait Islander children and young people.
- Promote the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds.
- Promote the safety, participation, and empowerment of students with a disability.
- Promote the safety, participation, and empowerment of LGBTIQA+ students.
- Report any identified risks to the local child safety officer and/or the AIIU Regional Manager and/or appropriate school/organisation authorities as soon as practicable:
    - respecting and complying with the law
    - not exploiting their position for an inappropriate personal or financial benefit
    - ensuring their personal or financial interests do not interfere with the performance of their duties
    - acting with discretion and maintaining confidentiality in all communications concerning their professional responsibilities
    - being aware of the potentially severe impact that any demonstration of intolerance or prejudice could have on the safety and well-being of children, their standing as a professional.
- Ensure all relevant checks are up to date (i.e. Working with Children Check VIT etc.)
- Observe all the rules and policies of the school/organisation, including those specified in the policies, guidelines and any others determined by the School/Organisation Management.

- If child abuse is suspected, ensure as quickly as possible that the student/s is safe and protected from harm.
- Encourage children and young people to express themselves and their opinion.
- Listen and respond to the views and concerns of children.
- Report any allegations of child abuse to the School/Organisation Leadership, AIIU and Local Child Safety Officer.
- Report any allegation of abuse to the appropriate authority, e.g. Ombudsman, Police, TAFE International WA, Commissioner for Children and Young People.
- Support the safety, participation, well-being and empowerment of children.
- Inform children and young people if physical contact is required for any purpose and ask them if they are comfortable with this interaction.
- Treat students with respect, both within and outside the school/organisation environment.
- Treat all who enter the school/organisation with courtesy, respect and consideration, act on complaints and provide services to the best of their ability.
- Attend child safeguarding training.
- Follow any grievance procedures set down by the School/Organisation Management to try to resolve any emerging and/or existing conflicts.
- Declare any conflicts of interest with children, young people and their families.

Staff/Support Officers and other relevant personnel must comply with the requirements of:

- mandatory reporting and other reporting obligations
- the principle of negligence, which includes the duty of care
- laws preventing discrimination, harassment and vilification
- protection of privacy
- occupational health and safety.

Staff/Support Officers and all other relevant personnel should be aware of:

- safe child standards
- reportable conduct
- any other relevant legislation, policies or regulations that pertain to their role with respect to child safety and well-being.

Staff/Support Officers and all other relevant personnel must not:

- Exhibit harmful behaviour, including abusive behaviour toward or in the presence of children and young people.
- Use physical force, e.g. smacking or hitting, for any form of discipline.
- Engage in rough physical games.
- Communicate with a child through personal or private networks (including online text messaging, gaming, and email).
- Seek contact with children and young people outside of school programs.
- Take photographs or videos without appropriate clearance (i.e. for a school/program-related activity and never for personal use) and consent of the child and the permission of their parents/guardians.

- Take photos or videos of a child on a personal device and for personal use.
- Request that a child keep secrets from other adults, children or their parents.
- Discriminate against any child because of disability, age, gender identity, race, culture, sexual orientation, religion or ethnicity.
- Develop any 'special' relationships with children that could be seen as favouritism (e.g., offering of gifts or special treatment for specific children).
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps).
- Put children at risk of abuse (for example, by locking doors).
- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities).
- Use inappropriate language in the presence of children.
- Seek to use children in any way to meet the needs of adults.
- Express personal views on culture, race or sexuality in the presence of children.
- Have contact with a child or their family/carers outside of the school without the Local Child Safety Officer's knowledge and consent (accidental contact, such as seeing people in the street, is appropriate).
- Have any online contact with a child or their family (unless necessary, for example, providing families with e-newsletters).
- Ignore or disregard any suspected or disclosed child abuse.
- Discuss confidential issues with people outside the organisation.
- Take illegal drugs or consume alcohol when on duty.
- Harass in any form students, other staff or parents/guardians.

Regional Managers and Child Safe Officers must:

- Take a preventative, proactive and participatory approach to child safety.
- Value and empower children to participate in decisions that affect their lives.
- Foster a culture of openness that supports all persons to disclose risks of harm to the safety of children.
- Respect diversity in cultures and child-rearing practices while keeping child safety paramount.
- Provide written guidance on appropriate conduct and behaviour towards children.
- Engage only the most suitable people to work with children and have high-quality staff and volunteer supervision and professional development.
- Ensure children know who to talk with if they are worried or are feeling unsafe and that they are comfortable and encouraged to raise such concerns.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- Share information appropriately and lawfully with other organisations where the safety and the well-being of children are at risk.
- Value the input of and communicate regularly with families and carers.

- Act as role models, modelling compliance and championing child safety across all activities.
- Ensure that all staff:
    - are clear about their roles and responsibilities regarding child safeguarding and child protection
    - are required to observe child safe standards and expectations for appropriate
    - behaviour towards and in the company of children
    - take all reasonable steps to protect children from abuse
    - are aware of their obligations to report suspected abuse immediately
    - are aware of the indicators when a child may be at risk of harm or significant harm.
- Provide and attend training and development for all staff in recognising and reporting abuse and harm.
- Ensure appropriate policies and procedures are in place to protect children and young people from abuse.
- Provide easily understandable and accessible reporting procedures.
- Ensure that any allegations of child abuse are reported to the appropriate authorities.
- Meet all obligations under the Reportable Conduct Scheme.
- Ensure that any allegations of child abuse are reported to AIIU's General Manager.
- If an allegation of child abuse is made, ensure that the child(ren) is safe as quickly as possible.
- Ensure all staff access to relevant acts, regulations, standards and other resources to fulfil their obligations.
- Treat all stakeholders with respect.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal child's self-identification).
- Promote the cultural safety, participation and empowerment of children from culturally and linguistically diverse backgrounds (for example, by having a zero-tolerance approach to discrimination).
- Promote the safety, participation and empowerment of children with a disability (for example, by having a zero tolerance of discrimination).
- Promote the safety, participation, and empowerment of LGBTIQA+ students (for example, by having a zero tolerance of discrimination).
- Encourage all children to 'have a say and participate in all relevant programs and activities where possible, especially on important issues.
- Ensure as far as practicable that adults are not left alone with a child.
- Engage in regular performance review regarding child safe practices and culture.
- Meet with staff and volunteers and all other relevant parties regularly to discuss overarching matters related to child safeguarding and the implementation of child safeguarding policy
- Meet with any relevant personnel on an urgent basis to support and guide decision-making in the event of suspected child abuse, breach of the child safe policy or code of conduct.

CODE OF CONDUCT BREACHES

Definition

A breach is any action or inaction by any school member to whom this code of conduct applies that fails to comply with the guidelines above.

Processes to manage a breach of the Code of Conduct, including any instances of racism

Breaches will be handled in a fair, unbiased and supportive manner. The following will occur:

- All people concerned will be advised of the process
- All people concerned will be able to provide their version of events
- The details of the breach, including the versions of all parties and the outcome, will be recorded
- Matters discussed in the breach will be kept confidential; and
- An appropriate outcome will be decided.

Suitable outcomes for breaches of the Code of Conduct, including any instances of racism

Depending on the nature of the breach, outcomes may include:

- Providing closer supervision
- Further education and training
- Mediating between those involved in the incident (where appropriate);
- Disciplinary procedures if necessary
- Termination of employment or engagement with the school/organisation, ensuring that compliance with all aspects of Australian employment law
- Reporting allegations, disclosures and concerns to authorities and:
- Reviewing current policies and procedures and developing new policies and procedures.

Relevant Legislation and standards include:

Western Australia

- Children and Community Services Act 2004 (WA)
- Children and Community Services Amendment Act 2015 (WA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- Working with Children (Criminal Record Checking) Regulations 2005 (WA)
- Child Safe Organisations (Reportable Conduct) Act 2022 (WA)
- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Equal Opportunity Act 1984 (WA)
- Health Services Act 2016 (WA)
- Information Act 2002 (WA)
- Young Offenders Act 1994 (WA)
- Criminal Code Act Compilation Act 1913 (WA)

Commonwealth (National)

- National Principles for Child Safe Organisations
- Child Safe Standards (aligned to the National Principles)
- Family Law Act 1975 (Cth)
- Privacy Act 1988 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Education Services for Overseas Students Act 2000 (Cth)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education and Care Services National Law
- Education and Care Services National Regulations
- Fair Work Act 2009 (Cth)
- Work Health and Safety Act 2011 (Cth)

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to your AIIU Regional Manager.

This Code of Conduct will be reviewed by AIIU annually.

AIIU will record, review and analyse complaints, issues, concerns and safety incidents for the purpose of identifying causes and systemic failures, and to inform a cycle of continuous improvement. AIIU's Evaluation Framework: Policies, Guidelines and Programs outlines the process by which it will do this.

In accordance with the processes outlined in its Engagement Overview, AIIU will share findings and actions taken in response to relevant reviews of its policies, guidelines and programs, including those related to child safety incidents, with students, AIIU staff, support officers, host families, Partner Organisation employees, and/or contractors, as applicable.

I have read this Code of Conduct and agree to abide by it.

Name:_____

Signature:_____

Role:_____

Date:_____

REVIEW OF POLICY

This policy will be reviewed:

- Annually
- After any incident related to this policy
- As part of continuous improvement

Policy last reviewed	February 2026
Approved by	General Manager
Consultation/Noting	AIIU Management Team
Next scheduled review date	February 2027