

## **NEWPORT EDUCATION CENTRE CHILD SAFETY POLICY AND STAFF CODE OF CONDUCT**

Newport Education Centre is committed to the well-being and safety of children and young people. Our management and staff aim to foster the self-esteem and dignity of our students through effective academic tutoring and mentoring. We recognise and accept the responsibility of ensuring that NEC is a safe and supportive environment.

This Policy and Code of Conduct aims to protect children and minimise the risk of abuse, misconduct or misuse of positional power. It applies to all employees of Newport Education Centre and is the responsibility of management and all tutors to ensure that its tenets are adhered to. It also assists in understanding how to avoid or better manage risky behaviours, situations, or disclosures from students, should that occur. It is intended to complement child protection legislation, such as Children's Guardian Act 2019 and Child Safe Standards. It shall be shared in initial meetings with parents and training of new tutors.

For the purpose of this policy:

**“Abuse and neglect”** are defined as “All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.” (Australian Institute of Family Studies)

**Reporting Threshold:** It is mandatory in NSW to report all 5 recognised types of abuse and neglect: physical abuse, sexual abuse, emotional abuse, neglect, and exposure to family violence. (Australian Institute of Family Studies)

### **Management and employees of Newport Education Centre will:**

- Uphold the policy and code of conduct at all times
- All have a valid Working with Children Check
- Treat students and their families with respect.
- Listen to and respond to views and concerns of students, encouraging them to speak up about who they are and to report any form of abuse they have experienced.
- Promote the cultural safety, participation and empowerment of all students, inclusive of Aboriginal and Torres Strait Islander students, and of all racial, ethnic, physical and intellectual ability, gender and sexual identity, geographical, background experience, or linguistically diverse backgrounds.
- Match learning tasks to student abilities.
- Raise a concern with Management if any behaviour by another adult is questionable
- Understand and accept that parents can make a complaint about child abuse.
- Report to management if there are reasonable grounds to suspect that a child is at risk of significant harm, and the grounds arise during the course of tutoring a student through student disclosure or if signs of suspected abuse are recognised.
- Handle a complaint via the following process: Management will promptly and thoroughly respond by receiving, recording, acknowledging and assessing the complaint, involving the complainant in the process. If assessed to be serious, report to external authorities such as the NSW police; if not, resolve the complaint through an informal process, explaining outcomes and avenues for review.

Legal obligations re privacy and employment will be adhered to.

- Provide parents and students with the opportunity to play a role in decision -making at NEC via open communication and feedback surveys.

**Management and employees of Newport Education Centre will not:**

- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Develop a relationship with a student which could be perceived as favouritism or do anything, such as giving gifts, which could be perceived as “grooming” behaviour.
- Exhibit any behaviours which may be interpreted as not justified by the educational service delivery context.
- Ignore behaviours by other adults which appear to be overly familiar or inappropriate towards students.
- Discuss content of an intimate nature or use sexual innuendo with students, unless directly related to the subject matter of the work required to be completed by the student.
- Treat a child unfavourably because of their disability (learning or otherwise), age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Communicate directly with a student through personal or private contact channels, except where that communication is reasonable and related to the service provided, with the parents’ awareness of the communication.
- Photograph or video a student, except in accordance with communication with parents.
- Consume alcohol or drugs where students are present in the work environment.

THIS POLICY AND CODE OF CONDUCT , ALONG WITH ITS IMPLEMENTATION, WILL BE REVIEWED ANNUALLY.

I agree that I am willing to adhere to this Child Safety Policy and Staff Code of Conduct.

Tutor Signature : \_\_\_\_\_ Date : \_\_\_\_\_