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## CHILD SAFE CODE OF CONDUCT POLICY

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ADMINISTRATOR  
Risk, Safety & Compliance  
LAST REVIEWER  
Dr David Marsden

LAST REVIEWED DATE  
October 2023  
POSITIONS AFFECTED  
All departments

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### **PURPOSE**

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children (and young people) in our organisation.

All Outdoor Education Group (OEG) employees, volunteers, contractors, industry partners, client participants 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 children's physical and online environments. It also applies during or outside of program hours and in other locations provided by The Outdoor Education Group for child participant use (for example, travel time, training, career expos etc).

### **ACCEPTABLE BEHAVIOURS**

As Outdoor Education Group employees, volunteers, contractors, industry partners, and client participants involved in child-connected work we are responsible for supporting and promoting the safety of children by:

- upholding The Outdoor Education Groups commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- listening and responding to the views and concerns of student participants, 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 Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults (Group leaders, Teachers, or other support

employees) 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 OEG Child Safe Officer – Executive team member leading risk.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures (Child Safe & Wellbeing Policy)
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

All Outdoor Education Group employees are provided with this policy as part of their induction and are expected to abide by the code of conduct during their employment. Child Safe Australia online training is a further requirement and employees are expected to pass this and submit the certificate as proof and for filing. Child Safe training is required to be refreshed after every 2 years of service.

## **UNACCEPTABLE BEHAVIOURS**

As Outdoor Education Group employees, volunteers, contractors, industry partners, client participants 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, provide phone number, or social media connections)
- 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 participant
- discuss intimate topics or use sexualised language, except when needed to deliver curriculum or under 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)
- photograph or video a child or student
- consume alcohol on-site or take illicit drugs on OEG's property/sites/venues
- have contact with any student outside of program attendance.

## **OBLIGATION OF EMPLOYEE**

All Outdoor Education Group employees are provided with this policy as part of their induction and are expected to abide by the code of conduct during their employment.

- Child Safe online training is a further requirement for employees to pass and submit proof of for filing.
- Child Safe training is required to be refreshed after every 2 years of service.

## **BREACHES TO CHILD SAFETY CODE OF CONDUCT**

All OEG employees, volunteers, contractors, industry partners, client participants 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 Commission for Children and Young People (CCYP) Reportable Conduct Scheme Policy and may be subject to referral to Police.

All breaches and suspected breaches of The Outdoor Education Groups Child Safety Code of Conduct must be reported to The Child Safe Officer – Head of Risk or Head of People & Culture.

## **RESOURCES**

Child Safe & Well-being Policy [Link here](#)

Child Safe Australia <https://www.childsafe.org.au/>

Child Safe – Human Rights

<https://childsafe.humanrights.gov.au/national-principles/about-national-principles>

Commission for Children and Young People CCYP

<https://ccyp.vic.gov.au/child-safe-standards/being-a-child-safe-organisation/>