



# Child Protection Code of Conduct (approved by the Vice- Chancellor)

## Overview

This Code of Conduct promotes best practice in relation to the professional work that staff and students undertake in the support, nurturing and education of children, as outlined within the UNE Child Protection Policy. The Code of Conduct applies to and is required to be agreed and signed by any UNE representative or volunteer whose work requires them to be in contact with children.

As an Australian university (and conforming to Australian Federal and State Laws) UNE operates within a structured framework of legislation in relation to child-focused activities and the professional conduct of any UNE representative.

## Declaration

I, \_\_\_\_\_[insert name], acknowledge that I have read and understand UNE's Child Protection Policy, and agree that in the course of my association with UNE I must:

1. Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
3. Not engage children under the age of 18 in any form of sexual activity (including paying for sexual services or acts).
4. Wherever possible, ensure that another adult is present when working in the proximity of children.
5. Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger.
6. Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission and ensure that another adult is present, if possible.
7. Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium.
8. Not use physical punishment on children.
9. Not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
10. Comply with all relevant Australian and local legislation, including labour laws in relation to child labour.
11. Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures.
12. Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with UNE, that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

13. Comply with local privacy legislation, local traditions or restrictions for reproducing personal images before photographing or filming a child.
14. Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used.

15. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
16. Ensure images are honest representations of the context and the facts.
17. Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a representative of UNE, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Definitions

- Child:** In accordance with the United Nations Convention on the Rights of the Child, a child is defined as a person under 18 years of age – unless under the law applicable to the child, majority is attained earlier. For the purposes of any contact with children associated with AusAID activities, a child is defined as a person under 18 years of age, regardless of the age of consent in country.
- Child abuse:** All forms of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual activity (including paid) with a child (as defined above).
- Child pornography:** Any representation by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes (Optional Protocol to the Convention on the Rights of the Child).
- Child exploitation material:** Material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.
- Criminal record check:** A check of an individual’s criminal history record.
- UNE Representative:** A University employee (casual, fixed term or permanent), contractor, agent, appointee, UNE Council member or any other person engaged by the University to undertake an activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.
- UNE Student:** An Admitted Student or an Enrolled Student, at the relevant time.
- Admitted Student – means a student who has been admitted to a UNE course of study and who is entitled to enroll in a unit of study.
  - Enrolled student – means a student who has been admitted to a course of study at UNE or elsewhere and who is enrolled in a unit at UNE.

## Administration

<b>Document Type:</b>	Code of Conduct
<b>Policy owner:</b>	Vice-Chancellor
<b>TRIM reference:</b>	D13/136281
<b>Date approved:</b>	19 December 2013
<b>Due for review:</b>	Three years from date of approval
<b>Responsible party for review:</b>	Chief Legal and Governance Officer



Brendan Peet

Chief Legal and Governance Officer