



# CODE OF CONDUCT

Caring for children and young people brings additional responsibilities for employees of Adelaide Tuition Centre.

All employees of Adelaide Tuition Centre are responsible for promoting the safety and well-being of children and young people by:

- Adhering to this organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people.
- Treating everyone with respect and honesty (this includes staff, volunteers, students, children, young people, and parents).
- Remembering to be a positive role model to children and young people in all your conduct with them.
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation - boundaries help everyone to carry out their roles well.
- Listening and responding appropriately to the views and concerns of children and young people.
- Ensuring another adult is always present or in sight when conducting tutoring.
- Being alert to children and young people who are, or may be at risk, and reporting this to the Child Abuse Report Line (13 14 78).
- Responding quickly, fairly, and transparently to any serious complaints made by a child, young person, or their parent/guardian.
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents or guardians.

## Employees must not:

- Engage in rough physical games.
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment.
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability, or sexuality.
- Engage with students via social media.
- Take photos or video of Adelaide Tuition Centre students.