

Code of Conduct (Child/Student Safe Standards)

This Code of Conduct (Child Safe Standards) (the 'Code') outlines appropriate standards of behaviour towards Children for all individuals acting for or on behalf of Aero. A child is any person under 18 years of age. The Code serves to protect children, reduce any opportunities for abuse or harm to occur, and promote child safety when under your care. It provides guidance on how to best support children and how to avoid or better manage difficult situations. Where an individual breaches the Code, Aero may take disciplinary action, including In the case of serious breaches, summary dismissal or exclusion from doing any of Aero's jobs.

Aero requires all individuals acting for and on our (Aero) behalf to meet the following expectations of behaviours and boundaries when dealing with students, as well as having a Working With Children Certificate,

Behaviour Expectations

DO

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive and take all reasonable steps to protect students from abuse and exploitation.
- Treat students with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Provide supervision for students where appropriate based on their age and level of maturity.
- Comply with the child Safe Standard Framework implemented by universities with respect to child protection.
- Promote the safety of all students with extra consideration of students with a disability or medical condition.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious, and political differences
- Intervene when students are engaging in inappropriate behaviour towards others, including bullying or acting in a humiliating or vilifying way.
- Report any breaches of this Code of Conduct to Aero.
- Use any mobile phones, cameras appropriately. (E.g., No photos or recordings of students of any kind).
- Report concerns about student's safety to Aero and ensure that legal obligations to report allegations externally are met (where relevant).
- where an allegation of student abuse/exploitation is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if there are immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Immediately advise Aero if you are investigated for, charged with or convicted of a child sex offence in Australia or any other jurisdiction and/or if you become (or may become) ineligible to work with children because of a criminal conviction or other relevant finding (E.g., an intervention order in relation to children or young people).
- when photographing a student or using student's images, individuals must:
 - Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing a student.
 - Obtain informed consent from the student, and where appropriate based on the student's age and level of maturity (and for all children under 16 years] parent or guardian of the student before photographing a student. As part of this you must explain how the photograph or film will be used.
 - Ensure photographs present student in a dignified and respectful manner and not in a vulnerable or submissive manner. Student should be adequately clothed and not in poses that could be seen as sexually suggestive.
 - Ensure images are honest representations of the context and the facts.

DO NOT

- Engage in or use language or behaviour, or expose students to such behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Use prejudice, oppressive behaviour, or inappropriate language with students.
- Discriminate against any student based on culture, race, ethnicity, or disability.
- Engage in discussions that are not age appropriate in the presence of students.
- Give a student your phone number.
- Get a student's phone number.
- Engage students of any age in any form of sexual intercourse or sexual activity, including paying for sexual services or acts. This include making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical contact or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Invite unaccompanied students into your home, unless they are at immediate risk of injury or in physical danger.
- Sleep close to unsupervised students.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationship with a student that could be seen as grooming for a sexual favour.
- Hire student of any age for domestic or other labour.
- Take or publish (including online) photos, movies, or recordings of a student.
- Post online any information about a student.
- Ignore or disregard any suspected or disclose child abuse/exploitation.
- Leave students unattended at their destination.
- Use a mobile phone while driving
- Operate your vehicle under the influence of drugs or alcohol.

Once you have read, and fully understand the contents of this document, please provide:

Full Name: _____

Signature: _____

Witness Name: _____

Witness Signature: _____

Date: _____