

The Child safe code of conduct outlines the expected behaviour of adults who interact with children and young people when working or partnering with The Bryan Education Foundation (TBEF).

Overview

All employees, volunteers, contractors, service providers, Board members, and any other adults involved in child-connected work at TBEF are required to adhere to the [Child safe code of conduct](#).

This code applies to both physical and online environments in which children are present. It is applicable during regular business hours as well as outside of those hours, including in other locations provided by TBEF for children's use, such as FamilyLinQ special events, programs or activities.

Acceptable behaviours

TBEF board members, employees, volunteers, contractors, service providers and any other member of our community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- Always upholding our commitment to the safety of children and young people and adhering to the TBEF [Child safety and wellbeing policy](#).
- Treating children, students, and families in our FamilyLinQ school communities with respect, both within and outside our school-based environment, as part of normal social and community activities.
- Listening to and responding to the views and concerns of children and students, particularly if they disclose that they, or another child, or student has been abused or if they are worried about their safety or the safety of another child or student.
- Promoting the cultural safety, participation, and empowerment of all children including Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with disabilities, international students, students who are unable to live at home, and lesbian, gay, bisexual, transgender, non-gendered and intersex (LGBTIQ+) students.
- Ensuring, as far as practicable, that adults are not alone with a student. One-to-one interactions between an adult and a student should take place in an open space or within the line of sight of another adult.
- Reporting any allegations of child abuse or other child safety concerns to the Partnerships Manager (or their delegate).
- Proactively participating in training and other development opportunities to improve understanding of how to promote, maintain and improve the safety of children and young people.
- Understanding and complying with all reporting and disclosure obligations, including mandatory reporting, in line with our Child protection reporting procedure.

If child abuse is suspected, ensure as quickly as possible that the child/ren is safe and protected from harm.

Unacceptable behaviours

All TBEF representatives, including board members, employees, volunteers, contractors, service providers, and community members involved in child-connected work must **NOT** compromise a child's safety by:

- Ignoring or dismissing concerns, suspicions, or disclosures of child abuse or harm.
- Forming personal relationships with children or students that could be perceived as favouritism, special treatment, grooming (e.g., gift giving).
- Engaging with children or students in ways that are not justified by the professional context.
- Overlooking or failing to report another adult's inappropriate or overly familiar behaviour towards a child.
- Using sexualised, suggestive or otherwise inappropriate language or discussing intimate topics .
- Treating a child or student unfairly or disrespectfully based on their identity, disability, age, gender, race, culture, religion, vulnerability, sexuality, or ethnicity.
- Communicating privately with children or students via personal or non-personal channels, (e.g., social media, text, or personal email) except necessary for service delivery, safety, or urgent matters.
- Photographing or filming children or students without appropriate consent or outside TBEF (refer to [Obtaining and managing child and individual consent procedure](#)), Department of Education or Queensland Health policies and storage requirements.
 - This may only occur, when in line with the above, on approved devices (private devices must not be used to film or capture images of children).
- Consuming alcohol or use illicit substances in the workplace, or at TBEF events where children or students are present.
- Arranging or maintaining contact with a child or student outside of FamilyLinQ activities unless required for service delivery and authorised by parental consent.

Breaches to the Child safe code of conduct

- Any TBEF board members, employees, volunteers, contractors, service providers, and other community members involved in child-connected work who breach this Child Safe Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, service agreement, professional code, or terms of engagement.
- In instances where a reportable allegation has been made, the matter will be managed in accordance with TBEF's Child Protection Reporting Procedure where not a TBEF employee, or Allegations against employees in the area of child protection procedure where the person is a TBEF employee and may be subject to referral to the Queensland Police.
- All breaches and suspected breaches of the TBEF [Child safe code of conduct](#) must be reported to the Executive Director on

Ph: 07 3004 1222 or via email: ed@thebryanfoundation.org.au

If an employee is terminated due to a breach of the [Child safe code of conduct](#), TBEF will not provide a reference for future employment.