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Indigenous Education Foundation Limited (IEF)  
**Child Protection Code of Conduct for Working or Contact with Children**

**INTRODUCTION:**

**This Child Protection Code of Conduct and expected professional behaviours applies to all personnel (Australia and overseas), Australian volunteers, contractors, IEF board members and associates of IEF.**

IEF expects that all people engaged with organisations, programs and activities will abide by the following Code of Conduct in their interactions with children under 18 years of age.

**I agree to:**

1. Treat children with respect, regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, status, disability, or other status or identity;
2. Not use language or behaviour towards children that is abusive, including language or behaviour that is harassing, sexually provocative, shaming, demeaning or culturally inappropriate;
3. Not engage a child in any form of sexual intercourse or sexual activity, including paying for sexual services or acts;
4. Wherever possible, ensure that another adult is present when working with children or in contact with children;
5. Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;

6. Not rest or sleep close to unsupervised children, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to an individual's own children);

7. Use all computers, mobile phones, video cameras, cameras or other technology appropriately, and never exploit or harass children, or access or disseminate child exploitative material through any medium, including social media;

8. Not use physical punishment or humiliating 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. Not offer private transportation to children, unless a child is at risk of injury or in physical danger;

11. Comply with all relevant Australian and local legislation, including labour laws in relation to child labour;

12. Immediately report to IEF any concerns or allegations of child exploitation, abuse or breach of IEF's Child Protection Policy and Code of Conduct;

13. Seek the support of IEF in any matter where mandatory reporting is required by Australian or international legislation;

14. Promptly report any complaints about any IEF personnel in breach of this policy in accordance with the procedure set out in the IEF Code of Conduct;

15. Obtain informed consent from the child and/or parent or guardian of the child before photographing, recording or filming a child; and

16. Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

Note: these behaviours are not intended to interfere with normal family interactions.

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

1. Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child;
2. Obtain informed consent from the child and/or parent or guardian of the child before photographing, recording or filming a child;
3. Provide an explanation of how the photograph or film will be used to the child and their parent or guardian;
4. Not offer or give remuneration or in-kind gifts for taking a photograph or film;
5. Ensure photographs, films, videos, DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Ensure that children are adequately clothed and not in poses that could be seen as sexually suggestive;
6. Ensure images are honest representations of the context and the facts; and
7. 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, \_\_\_\_\_, acknowledge that I have read and understood the IEF Child Protection Code of Conduct. I understand that any breach of the Code of Conduct may result in the termination of my employment or assignment according to IEF's disciplinary procedures or dismissal/removal from the (\_\_\_\_\_) program and prosecution by the relevant authorities.

Signature:

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Name in full:

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Date of birth:

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Date:

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#### **RELATED DOCUMENTS:**

- IEF Child Protection Policy
- IEF Code of Conduct

#### **AUTHORISATION:**

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**IEF Secretary**

<b>VERSION</b>	<b>LAST REVISED</b>	<b>APPROVED BY</b>	<b>NEXT REVISION</b>
1.0	13-Aug-2019	IEF Board	Aug-2020