



Alliance Française de Melbourne

Child Safe -Code of Conduct

1. Commitment to Child Safety

Alliance Française de Melbourne is a child safe school organisation which welcomes teenagers, children and their families.

We are committed to providing an environment where our students are safe and feel safe. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use.

2. Adherence/purpose/compliance

All staff, volunteers and board members of the Alliance Française de Melbourne are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Alliance Française de Melbourne are responsible for supporting the safety, participation, wellbeing and empowerment of children in following our Child Safe – Code of conduct.

3. Expectations of employees/acceptable behaviours / Staff must:

- Conduct themselves in a professional manner that always upholds the AFM commitment to child safety.
- Comply with the AFM policies and procedures at all times.



- Promote the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students.
- Promote the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- Treat students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- Ensure as far as practicable that adults are not left alone with a child - one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- Take all reasonable steps to protect children from abuse.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Report any allegations of child abuse to the Alliance Francaise de Melbourne leadership, and ensure any allegation is reported to the police or child protection.
- Report any child safety concerns (such as child abuse or bullying) to the Alliance Francaise de Melbourne leadership
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.

4. Staff and volunteers must not / unacceptable behaviours

- develop any relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area).
- ignore or disregard any suspected or disclosed child abuse.
- put children at risk of abuse.
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- display behaviours or engage with students in ways that are not justified by the educational or professional context.



- engage in open discussions of a mature or adult nature in the presence of children.
- use inappropriate language in the presence of children.
- express personal views on cultures, race or sexuality in the presence of children.
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- have contact with a child or their family outside of our organisation without management knowledge and/or consent. (Accidental contact, such as seeing people in the street, is appropriate.)
- communicate directly with a student through personal or private contact channels (including social media, email, instant messaging, texting etc.) except where communication is reasonable in all circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter.
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present.

5. Breaches to the Child Safe- Code of Conduct

All AFM staff, board members, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary action.

The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.

AFM will reserve the right to determine in its entirety the response to any breach of this Code.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education Reportable Conduct Scheme Policy and may be subject to a referral to Victoria Police.

All breaches and suspected breaches of the AFM Child Safe- Code of Conduct must be reported to the General Manager or/and the Director of Studies.

If you believe a child is at immediate risk of abuse phone 000.

Created date	2017
Review date	15/04/2025
Approved by	The Director of Studies
Next review date	15/04/2028



I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

