

eTutors Project

Code of Conduct

This Code of Conduct is intended to guide our employees and volunteers on how to behave when interacting and engaging with children in our organisation.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps employees and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in eTutors Project's activities, including employees, volunteers and parents.

All eTutors Project employees and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other eTutors Project policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

eTutors Project employees and volunteers **MUST NOT:**

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudiced, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

If you believe this Code of Conduct has been breached by another person in eTutors Project, you must:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to the manager, eTutors Project Child Safety Officer, the Chief Executive Officer or another manager or leader in eTutors Project.
- Follow eTutors Project policies and procedures for receiving and responding to complaints and concerns.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to eTutors Project management by emailing abuse@etutorsproject.org.

This Code of Conduct will be reviewed by eTutors Project every 6 months or following major incidents.