



Connect 'n' Grow[®]
A WORLD WHERE HEALTH PATHWAYS HAPPEN THROUGH QUALITY EDUCATION
RTO 40518

Child & Youth Safety Code of Conduct

Connect 'n' Grow's[®] Code of Conduct outlines the standards of behaviour that are expected of all our employees, children, young people, and other workers during any and all of our programs and daily operations.

Behaviour	Appropriate	Inappropriate
Language	All parties to speak respectfully to one another at all times.	Must not use swear words, derogatory terms, sexual jokes and innuendo.
Supervision of children	Children will be supervised during classes and remain on site for any breaks.	Children must not leave the teaching location until the end of the class.
Physical contact	To assist in a child's injury management. To demonstrate a skill or for instructional purposes as part of an activity.	No violent or aggressive behaviour such as hitting, kicking, slapping or pushing. No kissing or touching of a sexual nature.
Relationships and one-on-one contact	Professional boundaries must be maintained at all times. Small token gifts from teacher to students as a recognition of good work during classes.	No inappropriate text or social media contact with students. No one-on-one contact with students outside of the teaching location.
Behaviour management	Keep hands / feet to yourself. Be kind, use manners and be a good listener. Respect rights of others including children. Actively participate in class and allow others to learn. Respect others and their property. Students to submit their own work. Always have good hygienic practices.	Cheating, plagiarising, impairing others, collusion, slander, failure to comply with reasonable instruction / supervision, put another person risk, verbal assault, threatening comments or physical gestures, discrimination, harassment, intimidation, disorderly conduct, disruptive / abusive / anti-social / criminal behaviour, stealing, breaches of privacy.
Transport of children or young people	Only for approved and organised excursions.	Not at any other times.
Change rooms/toilets	Separate toilet facilities provided for boys and girls. Toilet breaks are provided when needed.	Children are not permitted to enter a toilet of another sex and are not to accompany another student of the opposite sex into a toilet or change room.

Photography and use of technology & social media	<p>Signed consent is received before photographing any student.</p> <p>Obtain parent's consent if the student is under 18 years.</p> <p>The consent form clearly depicts how the image/s or information may be used.</p>	<p>No image or personal identifying information to be publicised unless consent has been received.</p> <p>No personal interaction between teachers and students on social media.</p> <p>Students are not to use our computers or post any derogative information of our programs on any form of social media or any form of cyberbully.</p> <p>Mobile phones are not to be used during classes.</p>
Smoking, alcohol consumption, use of drugs and medications	<p>Students to advise teachers of any prescribed medication and ensure consumption of same is in accordance with the doctor's instructions.</p>	<p>Students are not permitted to smoke, consume alcohol or illegal drugs at teaching locations.</p> <p>Teachers are not permitted to turn up for classes while under the influence of alcohol or other drugs</p>
General safety	<p>Teaching location risk assessments are conducted to identify any site specific hazards. Teachers supervise students whilst they are using on site equipment.</p>	<p>No one is to put another person at risk.</p> <p>Students are not permitted to misuse equipment on site.</p>
Confidentiality of information	<p>Personal information is securely stored and is only accessed by authorised persons.</p>	<p>Personal information is not to be shared with any external party without prior written consent from the person concerned.</p>

Details of reporting process and requirements, and consequences of breaches of our Code of Conduct, are covered in our Child & Youth Safeguarding and Risk Management Procedure.