

## CHILD PROTECTION FOR AUSTRALIAN AID PROJECTS PROCEDURE (MPF1266)

### SCHEDULE A - CHILD PROTECTION CODE OF CONDUCT<sup>1</sup>

I, [insert name], engaged by the University of Melbourne, having read the [Child Protection for Australian Aid Projects Procedure](#), agree that I will adhere to this procedure in connection with my University of Melbourne work role and responsibilities and will:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual activity or acts, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, or video cameras, cameras and social media appropriately, and never to exploit or harass children or to access child exploitation material through any medium (see also 'Use of children's images for work related purposes')
- not use physical punishment or discipline on children
- 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
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and/or non-compliance with University of Melbourne policies or procedures according to the [Child Protection for Australian aid Projects - Reporting Management Guidelines](#)
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with the University of Melbourne that relate to child exploitation and abuse
- protect children from abuse or mistreatment by exercising sound judgment in all my conduct and decision-making and taking whatever steps are reasonable in given circumstances.

#### Use of children's images for work-related purposes

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

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- obtain informed consent from the child and a parent or guardian of the child and explain how the photograph or film will be used before filming or photographing the child

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<sup>1</sup> Based on the Australian Government, Australian Aid, Child Protection Policy, 2013  
[Child Protection for Australian Aid Projects Procedure \(MPF1266\)](#)

- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner - children will be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing image in any form.

I understand that the onus is on me, as a person engaged by the University of Melbourne, to use common sense and avoid actions or behaviours that could be construed as child abuse when working with children as part of my work with the University of Melbourne.

I acknowledge I have received and read the following documents:

- University of Melbourne Child Protection for Australian Aid Projects Procedure, including Schedule A – Child Protection Code of Conduct
- University of Melbourne Child Protection for Australian Aid Projects - Reporting Management Guidelines
- Australian Aid Child Protection Policy

and I understand that a breach of these documents could result in disciplinary action as outlined in the Child Protection for Australian Aid Projects Procedure (MPF1266).

Signed:

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Date:

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## REVIEW

This schedule is to be reviewed by 30 June 2015.

## VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Vice-Principal Administration and Finance on behalf of Senior Vice-Principal	14 Mar 2014	14 Mar 2014	N/A