

Schedule B - Child Safety Policy (MPF1337)

Child Protection in Australian Aid Projects – Code of Conduct

I, [insert name], having read the Child Safety Policy ([MPF1337](#)), including *Schedule A – Guidelines for Child Protection in Australian Aid Projects*, agree that I will adhere to this policy in connection with my employment, or other engagement or association with, the University and will:

- a) treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, disability, birth or other characteristics or status;
- b) not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- c) not engage children under the age of 18 in any form of sexual activity or acts, including paying for sexual services or acts;
- d) wherever possible, ensure that another adult is present when I am in the proximity of children;
- e) not invite unaccompanied children into a private residence, unless they are at immediate risk of injury or in physical danger;
- f) not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children);
- g) use any computers, mobile phones, or video cameras, cameras and social media appropriately, and never exploit or harass children or access child exploitation material through any medium (see also 'Use of children's images for work related purposes' below);
- h) not use physical punishment or discipline on children, or non-physical actions that may cause psychological or emotional harm/distress;
- i) 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;
- j) conduct myself in accordance with University policy (including the Child Safety Policy ([MPF1337](#)), all relevant legislation including laws regulating child labour and child safety, that apply in connection with my employment with the University or (if not employed by the University) my role, activities and responsibilities;
- k) immediately report any concerns or allegations of child exploitation and abuse in accordance with the Child Safety Policy ([MPF1337](#));
- l) immediately disclose all charges, convictions and other outcomes of an offence that relate to child exploitation or child abuse, which occurred before or occurs during my association with the University of Melbourne;
- m) be aware of and avoid any actions or behaviours that could be perceived by others as child exploitation or child abuse; and
- n) 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 purposes related to my employment, engagement by or association with the University, I must:

- a) assess and ensure local traditions or restrictions for reproducing personal images are adhered to;
- b) 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;
- c) ensure photographs, films, and videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner, and ensure that children are adequately clothed and not in poses that could be seen as sexually suggestive;
- d) ensure images are honest representations of the context and the facts; and
- e) 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 employed by, engaged by or associated with the University of Melbourne, to use common sense and avoid actions or behaviours that could be construed as, or lead to risks of, child abuse when working with children as part of my work with the University of Melbourne.

I acknowledge that I have received and read the following documents:

- a) Child Safety Policy (MPF1337)
- b) Schedule A – Guidelines for Child Protection in Australian Aid Projects

and I understand that a breach of these instruments could result in:

- a) for employees, disciplinary action up to and including termination of employment, under University policy and the Enterprise Agreement, as applicable; and
- b) for other individuals covered by the Child Safety Policy (MPF1337), termination of their engagement by, or association with, the University or the conditions of their engagement or association.

Signed:

Date:

Approved: 27 May 2024