



Child Safety Code of Conduct

1. Purpose

The Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people at AMEB Victoria.

All AMEB Victoria staff, volunteers, contractors, service providers, board / committee members and any other adult involved in child-connected work must comply with the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments where candidates are present. It also applies at all AMEB Victoria examination locations.

2. Acceptable behaviours

All AMEB Victoria staff, volunteers, contractors, and any other member of our community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- upholding the AMEB Victoria commitment to child safety at all times and adhering to our Child Safety Policy
- treating candidates and their families with respect at all times
- listening and responding to the views and concerns of candidates, particularly if they disclose that they or another child has been abused or are worried about their safety or the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal candidates, candidates with culturally and/or linguistically diverse backgrounds, candidates with a disability, international candidates, and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) candidates
- ensuring, as far as practicable, that one-to-one interactions between an adult and a child are in line of sight of another adult
- challenging unacceptable behaviour and reporting any allegations of child abuse or other child safety concerns to the Venue Supervisor and / or Child Safety Officer
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety policy and procedures
- if child abuse is suspected, ensuring as quickly as possible that the candidate(s) are safe and protected from harm

3. Unacceptable behaviours

All AMEB Victoria, staff, volunteers, contractors and any other member of our community involved in child-connected work must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any candidate that could be seen as favouritism or amount to 'grooming' behaviour
- display behaviours or engage with candidates in ways that are not justified by their role
- ignore an adult's overly familiar or inappropriate behaviour towards a candidate
- discuss intimate topics or use sexualised language
- discriminate against a candidate because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity

- communicate directly with a candidate through personal or private contact channels (such as social media, email, instant messaging, texting etc) except where there is a safety concern or other urgent matter
- exchange personal contact details with a candidate (including phone number, email address and social network details)
- photograph or video a candidate
- consume alcohol or take illicit drugs before or during work hours where children are present

4. Breaches of the Child Safety Code of Conduct

All AMEB Victoria staff, volunteers, contractors and any other member of the community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

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

All breaches and suspected breaches of the AMEB Victoria Child Safety Code of Conduct must be reported to the Child Safety Champion.

If the breach or suspected breach relates to the Child Safety Champion (General Manager), reports should be made to the Child Safety Officer (Deputy General Manager).

5. Information

Approval date	31 May 2024
Effective date	1 June 2024
Document author	General Manager, Deputy General Manager
Document approver	Board of Directors
Distribution	Internal: All staff members, including employees, volunteers, contractors, service providers, board/committee members

6. Approval and review

Version	Approved by	Approval Date	Effective Date	Review Date	Sections Modified
1	Board of Directors	May 2024	June 2024	March 2026	N/A