

Ace Tuition SA Code of Conduct for a Child Safe Organisation

This code of conduct provides the minimum expected behaviour of all personnel within Ace Tuition SA.

All tutors are required to acknowledge and sign this code of conduct via the tutor registration portal on our website.

- *our code of conduct is published at acetuitionsa.com.au*
- *Lyn De Guglielmo, Principal Tuition Consultant is the first point of contact for any concerns regarding breach of this code of conduct.*

Caring for children and young people brings additional responsibilities for tutors of Ace Tuition SA. All tutors are responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to our child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone (this includes staff, volunteers, students, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all your conduct with them
- setting clear boundaries about appropriate behaviour between yourself and the children and young people in Ace Tuition SA – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one tutoring
- being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

Tutors must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breach of the Code of Conduct

A breach of this code is taken seriously. Any allegations of a possible breach will be dealt with as per our Child and Young Person Safe Environment Policy. The consequences of a breach of this conduct may result in disciplinary action including, but not limited to, dismissal from providing tutoring services with us.

Agreement to abide by this code is obtained by tutors via the tutor registration portal. Evidence of this acknowledgement is retained by Ace Tuition SA.