



## **Code of Conduct for Visitors, Volunteers, and Third-Party Service Providers Policy**

### **Rationale**

Darul Ulum College is dedicated to fostering an environment of safety, trust, and respect. The school maintains a strict zero-tolerance policy regarding child abuse. We recognise our responsibility to ensure that all Contractors, Volunteers, and Visitors engaged in child related or child connected activities on the school site are fully aware of their obligations and explicitly agree to comply with this Code of Conduct.

This policy outlines the procedures and requirements for procuring facilities and services from third parties to ensure the safety and wellbeing of all children and students at Darul Ulum College.

This policy applies to all procurement activities related to facilities and services that may involve direct or indirect contact with students.

This policy must be read in conjunction with the Code of Conduct for Staff and Others Who Interact with Children, Child Safety Policy, Privacy Policy and Protecting Children: Mandatory Reporting of Child Abuse Policy and Critical Incident Policy.

### **Implementation**

1. All potential third-party providers must undergo a thorough child safety screening process before being considered for procurement. This includes providing current Working with Children Checks where applicable.
2. All third-party staff working on school premises or with students must be informed about the school's child safety policies through an induction program.

3. The Property Department Manager is responsible for briefing all service providers engaged in child-connected work on the school's child safety policies and requirements. This includes contractors involved in construction, renovation, or maintenance of school facilities, as well as any other individuals performing child-connected work.
4. The HR Department must inform all service providers engaged in child-related work about the school's child safety policies and requirements before they begin their duties. Child-related work is defined as any activity involving adults working with children under 18 years old, whether paid or unpaid, that includes direct contact with children. This contact can be physical, face-to-face, written, oral, or electronic in nature.
5. Service providers must agree to comply with this Code of Conduct, Child Safety Policy and Protecting Children: Mandatory Reporting of Child Abuse Policy. Prior to the commencement of any work, the service provider will acknowledge this Code of Conduct by reading it and signing it.
6. A risk assessment must be conducted for each procurement activity to identify potential child safety risks.
7. The relevant head of department must fill in the Visiting Specialist / Allied Health/ Incursion Service Provider Child Safety Checklist prior to engaging these service providers.
8. Clear supervision protocols must be established for third-party providers working with or around students.
9. Any concerns or incidents must be reported immediately to the supervising staff member and Deputy Principal / Principal.
- 10. Any substantiated breach of this code of conduct or the child safe policies will warrant the Principal to suspend and/or terminate the contract immediately, as the safety and wellbeing of children are paramount and non-negotiable in our school. Alternatively, and where appropriate, the Principal may consider negotiating the removal of the individual in breach of this code of conduct. Reporting obligations will be considered where applicable by the Principal.**

**Expected Conduct:**

1. Avoid any student interactions where applicable and limit student interactions to those essential for your assigned tasks or visit purpose.

2. Take all necessary precautions to safeguard children from abuse.
3. Demonstrate respect towards all individuals.
4. During any contact with students, maintain respectful and sensitive interactions, considering their unique backgrounds and potential vulnerabilities.
5. Be attentive to students' concerns, especially regarding abuse or safety issues, and respond appropriately.
6. Ensure, to the best of your ability, that unauthorised adults are not left alone with individual students.
7. Promptly report any child abuse allegations to the Deputy Principal / Principal, and ensure such allegations are communicated to the police or child protection services. Child abuse includes physical abuse, emotional abuse, neglect, sexual abuse including grooming, and exposure to family violence.

**Prohibited Conduct:**

1. Avoid all physical contact with students unless otherwise authorized, such as the school dentist, first aid, etc.
2. Abstain from all types of abuse as stated above.
3. Refrain from mature or adult discussions, sexual or inappropriate jokes in students' presence.
4. Do not use or allow obscene gestures or pornographic material on school grounds.
5. Prohibit access to sexually explicit content on school property.
6. Abstain from expressing personal opinions on cultures, race, religion, or sexuality when students are present.
7. Do not discriminate against any student based on age, disability, vulnerability, culture, race, ethnicity, sexuality, or their gender.
8. Refrain from taking student photographs, visual recordings or audio recordings unless explicitly authorised by the school's management for school-related activities with parental consent. Any such recordings must be transferred to official school storage within a week and removed from personal devices.

Date of Review	Next Review
Term 4, 2024	Term 4, 2026

**Principal's Endorsement:**

*A. Ceballos*