

Child Safe Code of Conduct

As an employee or contractor of Kaplan Education Pty Ltd and Kaplan Higher Education Pty Ltd, I am responsible for promoting the safety and wellbeing of young people under the age of 18 in services provided by this workplace as outlined in the [Under 18 Policy](#).

I will:

- Treat children with respect and be a positive role model in my conduct with them.
- Communicate with the children in an age appropriate and realistic manner.
- Set clear boundaries about appropriate behaviour between myself and a child.
- Only have physical contact with a child in ways which are appropriate to my professional or agreed role and responsibilities.
- Be willing to listen and respond appropriately to a child's views and concerns.
- Respond quickly, fairly and transparently to any serious complaints made by a child or related to a child.
- Abide by my reporting obligations in relation to the employer's Incident Register.
- Abide by the mandatory Code of Practice as part of the Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015 and equivalent Australian State and Territory Regulations.

I will not:

- Subject a child to any form of punishment, social isolation, sexual suggestion, offence or misconduct.
- Direct a child to perform in a provocative or unsafe manner.
- Communicate with a child in ways that are likely to humiliate, frighten or distress the child.
- Develop any 'special' relationships with children that could be seen as grooming/favouritism such as the offering of gifts or special treatment.

This Code of Conduct needs to be signed by all staff and relevant contractors.

I agree to abide by this Child Safe Code of Conduct.