

PADEA EDUCATION

# Code of Conduct

## 1. Purpose

Padea is committed to the safety and wellbeing of all children in everything we do. There is no place for child abuse or harm of any kind at Padea. This Code of Conduct sets out the expectations of, and accountability for, the behaviour of every worker at Padea. Every worker signs the Code of Conduct before working with students, again each year, and whenever it is updated.

## 2. Scope

This Code sets out behavioural standards only and is read alongside Padea's Child Safety and Wellbeing Policy, Child Safety Governance, the Public Commitment to Child Safety and Wellbeing, the Complaints Handling Policy, the Site Risk Assessment and the Risk Management Strategy. Terms defined in the Child Safety and Wellbeing Policy have the same meaning in every Padea child safety and wellbeing document.

This Code binds every worker and applies on site, online and at any time they are in contact with a student or acting in their role. Conduct outside work can affect a worker's suitability to work with children, and Padea takes it into account where relevant.

## 3. The Code

### a. I will

#### Before Working With Students

- Hold a valid Blue Card linked to Padea, and inform the Director without delay of anything that affects my Blue Card or my suitability to work with children.
- Complete Padea's child safety training and any refreshers, and read, understand and comply with every Padea child safety and wellbeing document.
- Inform the Director about any personal or family connection I have with a student or their family, whether it already exists or develops during my engagement.

#### How I Behave With Students

- Keep my relationship with every student professional and directly connected to my role at Padea.
- Help every student feel welcome, safe, valued, included and respected, whatever their background, identity or ability.
- Challenge racism, discrimination and culturally unsafe behaviour, whoever is responsible.
- Manage student behaviour only through reasonable means (such as verbal redirection or referral to the Manager), and never through physical, humiliating or isolating measures.
- Supervise how students treat each other, step in early when their behaviour becomes unsafe, and raise any harm between them under Section 4 like any other matter.

#### Supervision and Contact

- Work where I can see all my students and the way in and out, and where other workers can see me.
- Keep any physical contact with a student brief, necessary, welcome and in view of others, such as a handshake, brief first aid or comforting a distressed student.
- Communicate with students only through official Padea channels, such as the Padea app. Official channels keep a record that the Director can review.

- Wait with any student still to be collected in an open, visible place such as the collection area, never alone behind a closed door or out of view.
- If a student has not been collected 15 minutes after the session ends, phone their guardian, or ask the Manager to. If they are still uncollected 15 minutes later and the guardian cannot be reached, the Manager informs the Director, who decides the next step. I never leave a student unsupervised, and I record any late collection.
- Let a student leave unaccompanied only where their enrolment form nominates self-travel. If in doubt, I ask the Manager, who checks the enrolment record.

#### Site and Visitor Management

- Complete the host school's induction where applicable, or ask for one where it offers none; follow its sign-in, visitor, emergency and lockdown procedures; and know its student-protection contacts.
- Meet any non-Padea adult at the entry or delivery point; confirm who they are, by recognition or identification; and record the visit. Never leave a non-Padea adult unaccompanied in student areas or alone with any student.
- Where Padea holds keys or alarm codes for a site, follow its lock-up and alarm procedure, and report any lost key, disclosed code or alarm fault to the Director the same day, so the school can be informed without delay.

#### Health, Dietary and Medical Needs

- Tell the Manager at once if a student is injured or unwell. In a medical emergency, the Manager calls 000, then the guardian.
- Check the allergy and medical register in the Padea app before handling food, and give each student only the meal labelled for them. Any medication, including an adrenaline auto-injector, is supplied by the student's family, as the Terms and Conditions sets out.

#### Raising and Reporting a Matter

- Follow Section 4 for anything that may risk a child's safety or wellbeing, however minor.

#### **b. I will not**

#### Sexual Conduct

- Engage in any sexual or romantic behaviour with a student of any age, or in any sexual, romantic or indecent conduct with any person under 18, including a worker under 18. This includes contact and non-contact behaviour. Age or apparent consent is never a defence, even where the person is above the legal age of consent.
- Access, possess, produce, distribute or seek child exploitation material in any form.

#### Harm and Abuse

- Touch a student's genitals, breasts or buttocks except for genuine first aid, or have any contact with them for my own gratification.
- Use physical discipline or corporal punishment on a student, or engage in rough or physical play.

- Use profane, demeaning, discriminatory or sexualised language, or humiliate or intimidate a student.
- Neglect the supervision, safety or wellbeing of a student in my care.
- Work with students while affected by alcohol or drugs, or supply, offer or help a student obtain any illegal, harmful or age-restricted substance.

#### Professional Boundaries

- Form a special or personal relationship with a student, show them favouritism, or treat them as a confidant.
- Share details of my romantic, sexual, financial or other personal life with a student, or rely on a student for emotional support.
- Ask or encourage a student to keep any interaction secret from their family, guardians or Padea.
- Give a student a personal gift or money, or accept anything from a student or their family beyond a token of negligible value such as a thank-you card.
- Provide any private service to a Padea student outside Padea, such as tutoring, coaching or babysitting, whether paid or unpaid. If I am asked, I decline and inform the Director without delay.

#### Supervision, Contact and Records

- Be alone with a student out of the sight of others, such as behind a closed door or while walking to a vehicle or gate. The one exception is when waiting with the last student to be collected, as set out in Section 3.a.
- Contact, connect with, follow or message a student through any personal channel, such as a personal phone, email, messaging app or social media account, or give a student my personal contact details. If a student contacts me privately, I do not respond, I keep any evidence, and I tell the Director without delay.
- Transport a student in a private vehicle, except where moving a student is necessary to keep them safe from immediate harm, I do so. I obtain the Director's approval beforehand where practicable, or notify the Director immediately afterwards; I seek the guardian's consent where practicable; and I always record what I did and why.
- Take, keep or share images of a student except on Padea-approved equipment, for an approved purpose and with consent recorded, with the images stored on Padea systems (see the Child Safety and Wellbeing Policy).

#### Reporting and Handling a Complaint, Concern, Disclosure or Allegation

- Handle, resolve or investigate a complaint, concern, disclosure or allegation myself or informally, discuss it with the person it concerns, or promise a child confidentiality.
- Question a child beyond what their immediate safety requires, put words in their mouth, wait for proof, or delay any report, mine or Padea's, for an internal process.
- Make a report I know to be false, or discourage anyone from raising a complaint, concern, disclosure or allegation.
- Obstruct the police or an authorised officer of any regulator, give them false or misleading information, or conceal or destroy information they have requested.

## **4. Raising a Matter**

Anyone can raise a complaint, concern, disclosure or allegation, about anyone. When such a matter arises, you must complete the four steps below; this is Padea policy

and binds every worker, whatever their age. The four steps below set out the procedure in full; the Complaints Handling Policy sets out the complete process, from the first report to the outcome. You report every matter; it is the Director's responsibility, not yours, to weigh how serious it is and to classify it.

Step	Procedure
1. Protect	If a child is in immediate danger, keep them safe and call 000; this takes priority over every other duty under this Code. Section 7 authorises you to act outside any other rule of this Code where a child's immediate safety requires it; record and report your actions as soon as the child is safe.
2. Listen	Let the child use their own words. Do not ask leading questions, challenge or doubt what they say, or investigate. Never promise confidentiality; instead, say: "Thank you for telling me. I may need to tell someone whose job is keeping you safe."
3. Report	Before you leave the site, tell the first reachable person in your reporting line, in person or by phone. Do not approach anyone the matter involves or concerns; where that is the Director, the matter goes to the Coordinator, and the Director is not told. You may also raise a matter about Padea's child-safety practices, including about the Director, with the Queensland Family and Child Commission (QFCC, <a href="http://www.qfcc.qld.gov.au">www.qfcc.qld.gov.au</a> ) at any time.
4. Record	Submit the Incident Reporting Form before the end of the day, in the child's exact words. The form is online at <a href="https://padea.fillout.com/incident-reporting-form">https://padea.fillout.com/incident-reporting-form</a> and can be submitted by anyone, at any time.

Once you have recorded a matter, Padea carries it onward: the Director makes every external report and confirms to you in writing which authority was told and when, and where the Director is involved or unavailable, the Coordinator does so. None of this stands between you and the authorities: nothing in any Padea document prevents or delays you, or anyone, from reporting directly to the police, Child Safety or any other authority at any time and without permission; Padea neither needs nor seeks anyone's consent before it reports; and where the law requires more than this Code, the law prevails, so report even if you are not certain.

Where your own responsibility ends depends on your age. If you are under 18, it ends at Step 3, and making external reports is not yours until you turn 18 (see Sections 4 and 5). If you are 18 or over, telling your Manager or the Director does not by itself satisfy a legal duty you hold personally, and the written confirmation back is what grounds your reasonable excuse (s 229BC(4); section 5). So if you believe a child sexual offence has been committed and no confirmation reaches you within 24 hours, contact the police yourself: you are entitled to, and Padea will neither treat this as a breach nor criticise you for it.

Whatever follows, cooperate fully with any review or investigation, whether by Padea, the Partner School, or any authorities. Raising a matter through the Partner School's own channels is always open to you, and Padea does not treat it as a breach.

## 5. Applicable Law

Some Queensland laws place duties directly on you, not only on Padea. The table below states those duties as the law states them; Padea's own rules, beneath it, add

to them but never replace them, and breaching a Padea rule is a Padea matter, never a crime. Informing your Manager or the Director never, by itself, discharges a duty the law places on you personally; what protects you is the written confirmation that the report has reached the police (s 229BC(4); section 4).

Obligation	Requirements
Position of Authority	Sexual or indecent conduct with a 16- or 17-year-old student in your care, supervision or authority is a crime, even with the student's consent. (Criminal Code (Qld) s 210A – maximum 14 years; for a repeated sexual relationship, s 229B(1A) – maximum life.)
Failure to Report	An adult who believes, or ought reasonably to believe, that a child sexual offence has been or is being committed against a child under 16 (or who has an impairment of the mind) must report it to police as soon as reasonably practicable, unless they have a reasonable excuse. Binds adults only, from your 18th birthday. (Criminal Code (Qld) s 229BC – maximum 3 years.)
Failure to Protect	Every adult worker must act on a known significant risk that another adult may sexually offend against a child under 16 (or with an impairment of the mind) in Padea's care; wilfully or negligently failing to do so is itself a crime, and what it asks of you scales with your authority. Binds adults only, from your 18th birthday. (Criminal Code (Qld) s 229BB – maximum 5 years.)
Blue Card	No worker begins or continues work without a current working with children check linked to Padea; because paid tutoring is regulated employment, this applies at every age. (Working with Children Check Act 2000 (Qld) ss 156, 175, 176A, sch 1.)
Adult Supervision	A named adult supervises every worker under 18 throughout each session. (Child Employment Act 2006 (Qld) s 9(4).)

Beyond the law, as Padea policy: Padea prohibits any sexual or romantic conduct between a worker and any student, of any age; every worker, whatever their age, must report a matter internally; and the Director reports to Child Safety without delay wherever a worker reasonably suspects a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm, whether or not the law requires it. Working for Padea makes no one a mandatory reporter under the Child Protection Act 1999 (Qld) (s 13E), but a worker who holds that duty through another role keeps it.

## 6. Reportable Behaviour

Some behaviours are a warning sign even when abuse or harm is not yet certain. The behaviours below must be reported without delay under Section 4, whether they are seen in a worker, another adult or a student. The list is not exhaustive. Any behaviour that raises a concern for a child's safety and wellbeing is reported, and training covers the full range of indicators.

- Showing favouritism, giving a student gifts or special attention, or spending unnecessary time alone with a student.
- Contacting, or trying to contact, a student through personal channels, or arranging private tutoring, lifts or care outside Padea.

- Commenting on a student's appearance, or testing boundaries through humour or physical contact.
- Isolating a student from the group, their family or other workers, or asking a student to keep something secret.
- A student becoming distressed, withdrawn, fearful or reluctant to be near a particular person.
- A student disclosing harm, or showing unexplained injuries or marked changes in behaviour.

## 7. Breach of this Code

Every breach of this Code must be reported without delay under Section 4, and is never handled informally. Where a child may be at risk, Padea acts first to keep the child safe. Where the breach may also be a criminal matter, Padea consults the Queensland Police before taking any conduct steps of its own, so it does not compromise their investigation. Padea then looks into the breach, responds in proportion to it and records what it did.

Consequences range from additional training and supervision, a formal warning, restriction of duties and suspension, to termination of engagement. Any action taken to protect a child while a matter is assessed is precautionary and is not a finding against the worker. Conduct that may be criminal is reported to the Queensland Police, and Padea makes any other external report required by law, and every report Padea makes as policy, including to Blue Card Services and the QFCC; and Padea informs the Partner School without delay – a commitment under Padea's agreement with the Partner School, except where notification would put a child at risk or compromise a report to, or an investigation by, the authorities (see the Complaints Handling Policy and the Child Safety Governance document).

A worker may act outside the specific rules of this Code where they reasonably believe a child is at risk and immediate action is needed to keep them safe. The worker acts within the law, takes the least intrusive action necessary, and records and reports what they did without delay. This Code is never a reason to do nothing when a child is at risk.

## 8. Agreement

I hereby acknowledge that I have read, understood and agree to comply with this Code of Conduct. I understand that following it is a condition of my engagement with Padea, and that breaching it may lead to disciplinary action, up to termination of engagement.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 9. Policy Ownership

The Director owns this Policy and approves every change to it. For any questions about this Policy, please contact Dylan Chern at [dylan@padea.com.au](mailto:dylan@padea.com.au).

The current version of this document, and of every Padea child safety document, is publicly available at [www.padea.com.au/legal](http://www.padea.com.au/legal). A printed copy is available on request.

