



MONASH
College

Employee Interaction with Students Code of Conduct

People & Culture

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Purpose

As a leading transition education provider of high quality Diploma programs, Foundation Year programs, English Language programs, Professional Pathways and Shared Services, Monash College Pty Ltd (Monash College) strive to ensure that all of our Homestay Accommodation Services students feel welcomed, respected and valued.

In order for Monash College to achieve this as a team, it is important to be mindful of the importance of the many diverse cultures that make up the Monash College and Homestay Accommodation Services student cohort.

Monash College knows that different cultural backgrounds affect students' perceptions, self-esteem, values, classroom behaviour and learning at all times. What may be less obvious is the inter-cultural complexity of student interactions and the importance of ensuring that all teaching and learning experiences and Homestay interactions and employee interactions respect the importance of every student's cultural origins.

Teachers are asked to consider this inter-cultural complexity when choosing materials and topics for class, topics/questions for discussion, approaches to teaching and groupings of students.

Homestay employees are asked to consider this inter-cultural complexity when interacting with students and host families.

Commitment to Child Safety

Our guiding principles underpin the actions and decisions of individuals of Monash College. Individuals are expected to support and demonstrate these principles in the way we treat each other and in the way we conduct ourselves.

We are committed to:

- Child safety and ensuring our actions and decisions relating to children support these guiding principles. We want children to be safe, happy and empowered.
- Ensuring all necessary steps are taken to realise the rights of children and to actively safeguard all children that we interact with from harm in both Australia and overseas (also in support of the Convention on the Rights of the Child).
- Ensuring individuals support the prevention of child abuse and child exploitation by setting boundaries for personal interactions with children, identifying risks early, and implementing measures to remove and reduce these risks as the University has a zero tolerance of child abuse and child exploitation.
- Encouraging reports of suspected child abuse, including from children themselves, and treating these reports seriously and consistently with our procedures.
- The cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Providing training and education that supports individuals to achieve these commitments.

Acceptable behaviours

As staff, volunteers, contractors, and any other member of the College's community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the College's statement of commitment to child safety at all times.
- treating students and families in the College community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.
- reporting any allegations of child abuse or other child safety concerns to the College's Associate Director Student Services.
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.

Prohibited Actions

As a leading transition education provider, teachers/trainers and homestay employees must not under any circumstances engage in the following:

- Situations where an employee is in a room alone with a student without clear external visibility into that room through an open or glass door etc.
- Consume alcohol with any student at Monash College (Diploma, English Language and Foundation Year) or any student at a secondary school (such as The Peninsula School, John Monash Science School) – especially those under 18 years of age or take illicit drugs under any circumstances. Events that serve alcohol may be run for Monash Professional Pathways and Bachelor of International Business with the approval of the division's Director.
- Counsel students regarding personal matters (staff are required to escalate personal matters to appropriate sources (e.g. counsellors, managers, other authorities)).
- Email students from a non-Monash account, or respond to emails from non-Monash student accounts for any purpose other than directing students to use their Monash account for correspondence, unless this is unavoidable.
- Engage in sexual or improper relations with students.

- Engage with students utilising social networking sites and technologies unrelated to Monash College education programs (e.g. personal Facebook, twitter, personal blogs, on-line gaming etc.).
- photograph or video a child in a school environment except in accordance with College policy or where required for duty of care purposes.
- Fraternize with students in social situations outside the classroom i.e. smoking together, going out for coffee or lunch etc.
- Harass or threaten students.
- Engage in inappropriate behaviour which may constitute discrimination, sexual harassment, bullying, victimisation and vilification of others (unfair / inappropriate behaviour) in interactions with students and all stakeholders.
- Invite students to visit their place of residence.
- Make or receive mobile phone calls during classes.
- Make physical contact with a student in a way not necessary for the purposes of effective pastoral care (e.g. carrying a student to sickbay) or effective teaching.
- Offer particular students privileges in a way that is not merited by the student, nor open and transparent for all to see.
- Omit to report to the employee's manager any sexual or improper advances made by students and/or ignore behaviours by other adults towards students when they appear overly familiar or inappropriate.
- Proselytise with a view to influencing the religious or political views of students.
- Provide financial advice to students.
- Solicit unauthorised funding or fees from students, sell property to students or sublet their property to students outside of formal Homestay arrangements.
- Violate the privacy of students by inappropriately divulging student personal details (e.g. including bulk emails to students where recipients are not Bcc'd).

Actions requiring approval

Monash College employees must seek approval from the relevant Director before engaging in any of the following:

- Consuming alcohol with Monash Professional Pathway students.
- Engaging in interactions with students in social situations outside the classroom.
- Operate outside of the scope of the agreed Service Level Agreement of the Monash College security services provider.
- Providing their personal mobile phone number to students or sending text messages to students from their personal mobile phones.
- Providing transport for student/s in a Monash College car unless such a situation is unavoidable. In these unavoidable circumstances, employees must be accompanied by another employee.

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- Providing temporary accommodation to a Homestay student in an emergency situation (e.g. as a last resort where there are no other accommodation options available). In the rare event that this is required, employees are only permitted to temporarily accommodate a student in their home on the condition that they are registered on the Homestay database and have satisfactorily fulfilled Homestay checks and met required standards of a Homestay host.
- In the exceptional circumstance where an emergency relocation is required, a Homestay Services staff member must be accompanied by a security officer at all times.

In an emergency, employees are asked to call Emergency Services (ambulance, police, fire brigade) on 000 and notify the relevant Director before taking any action requiring approval.

Student Definition

The definition of “Students” for the purposes of this Code includes Diplomas students, English Language students, Foundation Year students, Monash Professional Pathways participants, Bachelor of International Business students and IELTS candidates.

Acknowledgement

I acknowledge that I have read, understood and agree to uphold the Monash College ‘Employee Interaction with Students Code of Conduct.’

Print Employee Name: _____

Employee Signature: _____ Date: _____