



AIFS AU PAIR CODE OF CONDUCT

Au pairs participating in the AIFS Au Pair program are responsible for promoting the safety and wellbeing of all program participants (Au Pairs and Host Families) and children by:

- treating everyone with respect, including listening to and valuing their ideas and opinions
- contributing to a culture of child safety
- adhering to the Child Protection and Reporting Policy and all other policies
- taking all reasonable steps to protect children from abuse
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know as required under applicable laws
- reporting and acting on any breaches of this Code of Conduct, complaints, or concerns.

All AIFS Au Pairs are also responsible for:

- working with other program participants (Host Families and AIFS Staff) to provide an environment that encourages positive interactions, supports constructive feedback, and holds one another to the Code of Conduct Policy
- communicating openly and honestly
- continually learning how to be inclusive and respectful of cultural needs
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and nonverbal of individual difference including age, physical and intellectual development, and catering for the abilities of each child, the vulnerability of Indigenous and Torres Strait Islander children, children from a culturally and linguistically diverse background and children with a disability or the rights of the child by:
 - valuing diversity
 - valuing equity
 - being free from direct or indirect discrimination on the grounds of sex, marital status, pregnancy, race, age, sexual orientation, gender identity and religious or political beliefs
 - speaking to children in an encouraging and positive manner
 - regarding all children equally, and with respect and dignity
 - having regard to each child's cultural values
- being always a positive role model

- encouraging children to: express themselves and their opinions; undertake experiences that develop self-reliance and self-esteem
- giving each child positive guidance and encouraging appropriate behaviour, encouraging and constructive feedback, and respecting the value of different professional approaches
- raising any concerns, including concerns about safety, as soon as possible with AIFS staff to ensure that they can be resolved efficiently AU PAIRS

In addition to the responsibilities above, Au Pairs are responsible for:

- undertaking duties in a competent, timely and responsible way
- ensuring knowledge and expertise is up to date and relevant to the role of an Au Pair
- understanding and complying with legal obligations in relation to:
 - discrimination, harassment, and vilification
 - negligence or grooming
 - disclosure of child sexual and physical abuse
 - protection of a child from child sexual abuse
 - mandatory reporting
 - privacy and confidentiality
 - raising any complaints or grievances in accordance with the Complaints and Grievances Policy
 - maintaining Working with Children checks.
- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other program participants
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- working with children in an open and transparent way by appropriately informing other program participants about the work being done with children
- encouraging and assisting children to undertake activities of a personal nature for themselves e.g., toileting and changing clothes
- informing children if physical contact is required for any purpose, asking them if they are comfortable with this interaction
- working collaboratively with host families and AIFS staff
- considering the perspective of host families when making decisions that impact on the care of their child
- responding to concerns expressed by host families in a timely and appropriate manner
- encouraging others to act in accordance with this Code of Conduct and acting when they observe behaviours which are outside of the Code of Conduct
- being prepared to have difficult conversations and use constructive processes to address differences of opinion
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy Policy

- informing AIFS Au Pair in the event of a serious incident, of a notifiable complaint or of a breach of the Code of Conduct Policy
- contacting Police/ child protection services in an emergency where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated, or where sexual abuse or grooming is suspected as outlined in the Child Safe Policy

I hereby acknowledge that I received a copy of the Code of Conduct Policy.

I have read the policy, had the opportunity to ask questions, and I understand its contents.

I commit to abiding by the Code of Conduct and fulfilling my responsibilities as outlined in this policy whilst engaged with, or participating in, the AIFS Au Pair program.

I understand that AIFS Au Pair will address any breach of this policy, and that any serious breach could lead to disciplinary or legal action, or a discontinuation of my involvement in the program.

Signature Name (please print) _____

Date: _____

Thank you for your contribution to making AIFS Au Pair an open, safe, welcoming, and friendly environment.