



# FULL SPECTRUM EDUCATION

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## Working with Children and Students policy

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## 1. Introduction

- 1.1 Full Spectrum Education (FSE) have a responsibility to ensure the safety of all children, students and employees, by requiring and maintaining high standards of professional conduct.
- 1.2 In meeting these responsibilities, FSE must be satisfied that only those employees who meet the highest standards of probity and suitability are employed. Such assessments may include reference or referee checks, qualification verification and/or a Working with Children Check (WWC Check).

## 2. Purpose

- 2.1 The purpose of this policy is to ensure Full Spectrum Education (FSE) staff understand and comply with the legal requirements for undertaking suitability checks including WWC Checks for employees who work with children.

## 3. Working with Children Checks

- 3.1 All FSE staff who are required under law to hold a WWC Check or other appropriate qualification for working with children (such as maintaining a teacher registration) must have one and present it to FSE before commencing any work related to children.

- 3.1 Any WWC Check obtained by the employee must be done so at the employees own cost.
- 3.2 The employee is required to ensure their WWC Check remains current and is responsible for bearing of the cost of renewal if and when required by law.
- 3.3 The employee must advise FSE if their working with children status changes at any time.
- 3.4 Any personal information collected by FSE with respect to working with children checks will be handled consistent with our privacy policy.

#### **4. Appropriate communication with Children**

- 4.1 When communicating with students, whether during or outside of sessions, communication must:
  - a. Be professional and courteous;
  - b. Must be limited to appropriate subject matter, taking into account individual students' age and development levels;
  - c. For clarity, it is never appropriate for an employee and student to discuss matters of a sexual nature, outside of that directly related to any subject matter they are teaching. Other examples which are likely to be inappropriate subject matter for a student include:
    - matters relating to illegal substances;
    - details of a student and employees dating life;
    - discussion of student or educator private medical issues unrelated to the students' education (such as for the purpose of providing reasonable adjustments).
  - d. Where an educator becomes aware of, or experiences, inappropriate communication with students of a serious nature (such as requests of a sexual nature) they must immediately advise FSE.

#### **5. Appropriate use of social media**

- 5.1 Unless it is objectively appropriate, for example where a student is also a family member of a FSE employee, employees must not:
  - a. 'friend' or accept a 'friend' request from a student on/using a personal social media account;
  - b. 'follow' a student on/using a personal social media account
- 5.2 If an employee becomes aware that a student is 'following' them on a personal social media account (where 'following' an account does not require permission from the account holder), the employee must ask the student to 'unfollow' them and notify the COO if the student does not do so.

- 5.3 Employees should avoid using public social media platforms or applications (for example, Facebook, Instagram, Tik Tok) as an educational tool, unless there is a specific educational need for the use of an online public forum.

## **5. Working with Children in the home**

- 5.1 The parent or carer is responsible for the students' general safety at home.
- 5.2 Employees must ensure wherever possible that they are not in an environment alone with the student without the ability for oversight, such as in a bedroom with the door closed. Parents and carers should be able to have direct sight of you and the student.
- 5.3 Employees must never touch students in any way, for any reason. Touching children, even where consensual, may amount to serious misconduct.

## **6. Working with Children on-line**

- 5.1 Employees must ensure that both you and the student have your camera turned on for the duration of the session.
- 5.2 Employees must ensure that only appropriate materials are shared with the student while online.
- 5.3 Employees must confirm that only appropriate materials are visible on screen before showing or sharing their screen with students.

## **7. Transporting Students**

- 7.1 FSE is an education service; it is not a transport service.
- 7.2 Employees must not agree to transport students for any reason.
- 7.3 Any transportation of students or any other third party by an Employee is done outside of the scope of the Employees employment and FSE accepts no liability for such actions.
- 7.4 Any requests by parents to make an exception to this policy must be put in writing to FSE and shall not occur unless and until agreed upon in writing by FSE.

## **8. More information**

- 8.1 If you have a query about this policy or need more information please contact the Chief Executive Officer.

## **9. Review details**

- 9.1 This policy was adopted by Full Spectrum Education on 13 February 2023.