

Educator Code of Conduct

Last Updated	1 July 2025
Updated By	Christian Bien - CEO & Lead Tutor christian@achieveable.au
Purpose	The Child Safety and Protection policy sets out how we protect children and create a secure online learning environment, including the principles adopted to ensure best and safe practice.
Applicable To	All Educators

1. Introduction

AchieveAble (“Achievable Education Pty Ltd”) is committed to providing a safe, supportive, and effective learning environment for all students. This Code of Conduct sets out the expectations for all educators regarding their interactions with students, parents, and colleagues. Our core principles are:

- **Child Safety First:** The safety, well-being, and protection of children are paramount.
- **Professionalism:** Maintaining high standards of professional conduct, integrity, and respect.
- **Excellence in Education:** Delivering high-quality tutoring that is engaging, effective, and tailored to student needs.
- **Confidentiality:** Respecting the privacy and confidentiality of students and their families.
- **Inclusivity:** Fostering an inclusive environment where all students feel valued and supported.

2. Child Safety and Protection Policies

AchieveAble is dedicated to ensuring a secure online learning environment and protecting children from any form of harm. All educators must adhere strictly to the following child safety and protection policies:

2.1 Professional Boundaries:

- Maintain clear and appropriate professional boundaries with all students.
- Never engage in any form of physical or virtual contact with students outside of what is permissible on AchieveAble platforms.

Educator Code of Conduct (July 2025)

- Do not exchange personal contact details (e.g., social media handles, personal phone numbers) with students or parents. All communications must be through official AchieveAble channels.
- Any attempt to make contact with students outside of the platform will result in immediate termination due to safety violations.

2.2 Online Safety and Supervision:

- All tutoring sessions must take place on the designated AchieveAble online platform.
- Educators must ensure that their background during online sessions is professional, free from distractions, and does not contain inappropriate content.
- Educators should be aware of and report any inappropriate language, behaviour, or content displayed by students during sessions.

2.3 Privacy and Confidentiality:

- Respect the privacy of students and their families.
- Do not share personal information about students (e.g., academic progress, personal circumstances, photos) with anyone outside of AchieveAble management, unless legally required.
- Ensure that all student data and records are handled securely and in accordance with AchieveAble's data privacy policies.

2.4 Appropriate Communication:

- Use language that is respectful, appropriate, and encouraging. Avoid slang, jargon, or language that could be misinterpreted or offensive.
- Communicate clearly and openly with students and parents regarding academic progress, expectations, and any concerns.
- Address students by their preferred names and treat all students with dignity and respect.

2.5 Social Media and Online Presence:

- Educators must ensure their personal social media and online presence are professional and do not contain content that could bring AchieveAble into disrepute or compromise their professional integrity.
- Do not "friend" or "follow" current or past students on personal social media accounts.

3. Professional Conduct and Responsibilities of Educators

3.1 Punctuality and Preparation:

- Arrive on time for all scheduled tutoring sessions and be adequately prepared with relevant materials and lesson plans.

Educator Code of Conduct (July 2025)

- Notify AchieveAble and the student/parent in advance if there are unavoidable delays or absences.

3.2 Quality of Education:

- Deliver high-quality tutoring tailored to the individual needs and learning styles of each student.
- Continuously seek to improve teaching skills and knowledge in relevant subject areas including participating in AchieveAble training sessions.
- Provide constructive feedback to students and encourage their active participation.

3.3 Communication with Parents/Guardians:

- Maintain open and respectful communication with parents/guardians regarding student progress, challenges, and achievements.
- Address parent concerns professionally and promptly, escalating to AchieveAble management when necessary.
- Ensure parents are in the presence of their child when online lessons are conducted in adherence to our 'Child Safety & Protection Policy'

3.4 Confidentiality of AchieveAble Information:

- Treat all AchieveAble business information, including curriculum materials, information on parents and students, and internal processes, as confidential. Do not share this information with external parties.

3.5 Compliance with Policies:

- Adhere to all AchieveAble policies and procedures, including those related to scheduling, billing, and communication.

3.6 Conflict of Interest:

- Avoid any situations where personal interests might conflict with the best interests of AchieveAble or its students. Declare any potential conflicts of interest to AchieveAble management.

3.7 Respectful Environment:

- Foster an environment of mutual respect, free from harassment, discrimination, or bullying.
- Treat all individuals, regardless of their background, beliefs, or abilities, with respect and dignity.

Educator Code of Conduct (July 2025)

4. Educator Safety Checks

In adherence to our 'Child Safety & Protection Policy', all educators are required to possess the following:

- **Hold a valid Working With Children Check (WWCC):** All team members and contractors must possess a current WWCC (or equivalent national clearance) for the jurisdiction(s) in which they operate. A copy of this valid WWCC must be provided and regularly updated.
- **Obtain a satisfactory National Police Check:** A National Police Check is mandatory for all team members and contractors and will be regularly reviewed.
- **Provide a minimum of two professional references:** These references will be thoroughly checked, with specific inquiries regarding their suitability to work with children.
- **Complete mandatory training:** All team members and contractors will receive training upon onboarding, and annually thereafter, covering child protection, our Child Safety & Protection Policy, online safety protocols, and appropriate conduct with children.
- **Sign and adhere to our Code of Conduct:** This document details expected behaviours and professional boundaries when working with children. Any breaches that cause or may cause harm to a child will result in immediate dismissal and parental notification.

AchieveAble reserves the right to conduct renewals of background checks of engaged educators at any time.

4. Breach of Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may result in disciplinary action, up to and including termination of engagement with Achievable Education Pty Ltd.

Any breaches that involve potential or actual harm to a child will result in immediate termination.

5. Acknowledgement

By engaging with Achievable Education Pty Ltd as an educator, you acknowledge that you have read, understood, and agree to abide by the terms of this Educator Code of Conduct.