

## Child Protection Code of Conduct – St Jude’s Visitors

### INTRODUCTION

The School of St Jude (St Jude’s) is strongly committed to protecting and safeguarding the welfare of the children and young people in its care. The School is legally obliged under Tanzanian and Australian laws to manage child protection risks and to have stringent procedures in place to ensure such protection. For the protection of our visitors, it is also important that they are not put in situations which could be misconstrued as inappropriate behaviour towards children.

### EXPLANATIONS OF TERMINOLOGY USED FOR THE PURPOSE OF THIS POLICY:

- **Child/children:** identified as students enrolled at St Jude’s and Beyond St Jude’s interns and scholars, regardless of age.
- **Personal communication:** identified as any verbal, written, or other communication which is not conducted through official school channels and for official school duties and purposes; or that which has not been approved by the relevant line manager or Founding Director (for staff only).
- **Personal contact information:** identified as any personal contact details including but not limited to: email addresses, phone numbers, Facebook, Skype ID, Twitter, Instagram, business cards, Google+, blogs, Flickr, LinkedIn, and other similar forums.
- **St Jude’s supporters:** identified as St Jude’s donors, academic scholarship providers (sponsors), and visitors.
- **St Jude’s local community:** identified as all St Jude’s students and Beyond St Jude’s interns and tertiary scholars; as well as their family members, guardians, and friends.
- **St Jude’s staff:** identified as current and former staff members employed on a permanent or casual basis, and short term volunteers.

### CODE OF CONDUCT

This Code of Conduct applies to short—term and long-term visitors visiting St Jude’s. Such persons are required to read and comply with the following conditions:

#### Communications with St Jude’s students

Please refer to the Personal Communications Policy - St Jude’s Supporters.

#### Meetings with students

1. When meeting with students, visitors must:
  - a. Wear their identification badge at all times whilst on St Jude’s premises.
  - b. Use staff bathrooms and not students’ bathrooms.
  - c. Ensure that a St Jude’s staff member is present whenever in the proximity of children.
  - d. Not arrange excursions, meetings, trips, or visits with students independently, as this is strictly prohibited.
  - e. Not enter students’ boarding areas unless invited and accompanied by a St Jude’s staff member who has checked with the occupants that it is appropriate to enter — never while students are bathing or dressing.
  - f. Not invite any student into visitor accommodation, except in case of a serious emergency.
2. Meetings with students on campus should be conducted in visible, open areas with other people present — if meeting inside, the room should have visual access and the door open. A St Jude’s staff member should be present at any one-to-one meetings with students.





3. Meetings conducted off campus with children must be arranged and approved by either the Community Relations or Beyond St Jude's Managers and have the permission of the student's parent or guardian. A St Jude's staff member must attend and a record of the meeting should be kept on the student's file where possible.

### **General treatment of students**

4. When interacting with students, visitors must:
  - a. Treat all St Jude's children with respect regardless of race, sex, language, religion, political or other opinions, national, ethnic or social origin, disability, or any other status.
  - b. Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
  - c. Not engage children in any form of sexual activity or act, including paying for sexual services or acts.
  - d. Not physically punish or discipline St Jude's children.
  - e. Be mindful of the children's personal boundaries as certain physical contact may be misconstrued.
  - f. Not hire any minors under the age of 18 for domestic or other labour.

### **Photographing or filming children**

5. When photographing or filming any St Jude's child, visitors must:
  - a. Ensure images and films present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
  - b. Ensure images are honest representations of the context and the facts.
  - c. Protect the children's privacy by ensuring that only their first names are provided with any published Images.
  - d. Respect local traditions and culture.
  - e. While St Jude's appreciates visitors using images to "spread the word" about the School, St Jude's reserves the right to ask you to withdraw the photo from the internet if it is deemed to be inappropriate.

### **Reporting incidents or allegations of child abuse:**

6. I agree to immediately report any concerns or allegations of child abuse or exploitation to the Community Relations Manager.

### **Possible Legal Action**

7. Any violation of the terms of this Code of Conduct could result in legal proceedings.

**Note: Please ensure you sign the Visitor Registration Form provided by the Visitors Department upon your arrival at St Jude's, thereby acknowledging that you have read and agree to comply with this Child Protection Code of Conduct.**

