



Australian Islamic
Education Services

Australian Islamic Education Services (AIES) Code of Conduct

Applies to: All AIES Staff, SRE Teachers, Volunteers and Representatives.

COMMITMENT AND PURPOSE

Australian Islamic Education Services (AIES) is dedicated to ensuring the safety, wellbeing and empowerment of all children involved in our programs, while upholding the highest standards of integrity and professionalism.

This Code of Conduct outlines the minimum, non-negotiable standards of behaviour expected from all personnel. Adherence is mandatory to prevent harm, promote a child-safe culture and ensure full compliance with all organisational and governmental requirements—particularly those set by the NSW Department of Education (DoE) and the NSW Office of the Children's Guardian.

Department of Education Undertaking

The NSW Department of Education requires that all persons permitted to teach SRE be "appropriate and responsible persons." As an authorised religious persuasion, AIES provides a formal undertaking that every SRE teacher authorised to enter Government schools:

1. Has been verified as a fit and proper person to work with children.
2. Holds a valid, verified Working With Children Check (WWCC).
3. Has no criminal convictions within the meaning of the *Criminal Records Act 1991*.

Failure to uphold these standards will result in immediate disciplinary action and may affect an individual's authorisation to teach SRE in NSW.

I. ORGANISATIONAL & PROFESSIONAL STANDARDS

A. I Will (Acceptable Behaviours)

- **Respect and Dignity:** Treat every child and young person with dignity, respect and compassion.
- **Child Safety First:** Prioritise the safety and wellbeing of every child at all times and uphold their rights.
- **Professional Reputation:** Maintain the professional reputation of AIES and the Australian National Imams Council (ANIC) by upholding the highest standards of conduct both on and off school grounds.
- **Active Listening:** Actively listen to and value children's voices, ideas and opinions.
- **Transparency and Boundaries:** Maintain transparency in all interactions, actively avoiding one-on-one settings with students unless absolutely necessary and conducted in an audible or observable manner.
- **Approved Communication:** Use only school or organisation-approved communication channels when engaging with children or young people.

- **Inclusive Environment:** Promote safe, inclusive and culturally respectful environments for all children and their families.
- **Ambassador of Islam:** Treat students with care and compassion, maintain appropriate professional boundaries and always use age-appropriate, AIES-approved curriculum materials.
- **Compliance:** Adhere to the AIES Code of Conduct AND the NSW Department of Education Code of Conduct.
- **Collaboration:** Collaborate within a team environment to ensure the child's best interests are always the primary focus.

B. I Will Not (Unacceptable Behaviours)

- **Abuse and Grooming:** Engage in any form of abuse, grooming or harmful behaviour toward children or young people.
- **Failure to Report:** Ignore, minimise or fail to report any concerns, suspicions or disclosures of harm or misconduct.
- **Private Contact:** Contact children privately through personal devices, social media or any other unapproved platforms.
- **Unauthorised Media:** Share images or videos of children without explicit, multi-layered consent (parental, AIES and school).
- **Inappropriate Contact:** Engage in unwarranted, non-instructive or inappropriate physical contact with a child.
- **Verbal Abuse:** Repeatedly criticise, belittle or verbally assault a child or create an environment of fear or intimidation.
- **Unapproved Materials:** Distribute any materials or flyers to students unless they have been formally approved by AIES.
- **Inappropriate Discussions:** Defame other religions, Islamic sects or discuss politics/endorse political views in the classroom or while representing AIES.

II. COMPLIANCE, SCREENING AND TRAINING

MANDATORY COMPLIANCE

- **Child Protection Training:** I declare that I have received and completed the mandatory AIES Child Protection Training and will attend any continual mandatory Child Protection training as required by AIES.
- **10 Child Safe Standards:** I confirm that I have read and understand the 10 Child Safe Standards as set out by the NSW Office of the Children's Guardian. (This information is located in the AIES SRE Teachers Handbook).
- **Mandatory Reporter Status:** I understand that I am a Mandatory Reporter under NSW law and have the personal, legal obligation to report suspected Risk of Significant Harm (ROSH) to the School Principal, AIES Program Manager and the NSW Child Protection Helpline (132 111).
- **Policy Awareness (DoE):** I know where to find the NSW Department of Education Code of Conduct and SRE Procedures for reference.
- **Policy Awareness (Mandatory Reporting):** I have been informed of where to find more information regarding Mandatory Reporting and the Mandatory Reporter Guide (MRG) on the Department of Communities and Justice website.

- **WWCC Clearance:** I hold a current, verified Working With Children Check (WWCC) clearance which has been provided to the AIES Program Manager.
 - **Code of Conduct & Professional Standards:** I have read, understand and agree to **strictly abide by the AIES Code of Conduct**, particularly concerning professional boundaries and appropriate physical and digital contact with students.
 - **Criminal History & Undertaking:** I declare that I have no criminal convictions within the meaning of the *Criminal Records Act 1991*. (Note: "Conviction" includes summary or indictment offences and findings of guilt even if no conviction was recorded).
 - **Disqualification Criteria:** I confirm I have no convictions that cannot become spent under the Act, including convictions with a prison sentence of more than six months or any sexual offences.
 - **AIES SRE Teacher Handbook & Policy Access:** I have received the AIES SRE Teacher Handbook which outlines mandatory Child Protection policies and provides links to additional detailed policy information and obligations.
 - **Complaints Reporting:** I have been given information on where to report general complaints and minor incidents through the official online AIES complaint form and understand that all such issues will be finalised within a **20-working day** period, which is separate from the immediate Child Protection Protocol.
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III. OTHER MANDATORY DUTIES

- **Training Observation:** Must attend classroom observations to watch an experienced SRE teacher before taking on your own class.
 - **Classroom Management Training:** Must attend any Classroom Management training sessions organised by AIES.
 - **Departmental Compliance:** Must acknowledge and agree to uphold all AIES policies, the DoE Code of Conduct and DoE SRE Procedures as required by the Department of Education.
 - **Punctuality and Attendance:** Must be punctual and maintain regular attendance. If you miss three (3) weeks of classes without a valid reason, AIES reserves the right to dismiss you from the program.
 - **Personal Details:** Notify the AIES coordinator of any changes to your personal details (address, contact number, name, etc.) immediately to ensure details match the AIES database.
 - **School Rules:** Must respect and follow the school's rules and regulations, including signing in and out and abiding by the school's policies.
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IV. MONITORING AND SUPPORT

- **Classroom Audits:** Classroom audits will be conducted by an AIES Supervisor or SRE Program Manager. These audits are mandatory and are conducted to verify that only AIES approved material is being taught to students and also as a way to provide support and constructive strategies to the SRE teacher.

V. REPORTING OBLIGATIONS

A. Mandatory Reporting (Child Protection)

- **Legal Duty:** All AIES SRE Teachers are Mandatory Reporters under NSW law.
- **Protocol:** Immediately report all concerns of suspected Risk of Significant Harm (ROSH) to the AIES Program Manager and the School Principal. Refer to the AIES Child Safe Reporting Policy for strict procedures.

B. General Complaints and Organisational Concerns

- All non-child protection-related concerns—including administrative issues, curriculum complaints or Code of Conduct breaches—must be logged through the official AIES online incident and complaints form. This form is available on our website at islamiceducation.org.au.
- **Complaints Resolution:** AIES commits to finalising non-child protection-related issues within a 20-working day period.

C. Reporting Breaches:

- All breaches of this code must be reported to the SRE Program Manager (0450 773 728 / admin@islamiceducation.org.au).

VI. FORMAL DECLARATION AND SIGNATURE

I hereby state that I have volunteered my services or am employed by to the Approved Provider: Australian Islamic Education Services (AIES).

By signing this declaration, I agree to the following:

1. **Current Status:** At the time of engagement, I have no criminal convictions and am not subject to any pending court proceedings relating to a criminal matter in Australia or overseas.
2. **Ongoing Obligation:** If, during my engagement, I become the subject of any allegations, criminal charges or court proceedings, I have a mandatory obligation to notify AIES immediately.
3. **Information Sharing:** I give permission for AIES to disclose my status to the NSW Department of Education if requested and understand I may be subject to a Nationally Coordinated Criminal History Check (NCCHC) for risk assessment.
4. **Adherence:** I have read, understood and agree to strictly abide by all contents of the AIES Code of Conduct (Version 1.2). I understand that failure to comply will result in disciplinary action, including immediate termination.

Name:

Role in organisation (Staff, Supervisor or SRE Teacher):

Signature:

Date:

Responsible officer - SRE Program Manager

Last reviewed: January 2026 If there are any critical incidents, the document will be reviewed immediately. Document (Version 1.2)