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## **HEA Members' Code of Conduct**

V.2019-12

Adherence to the HEA Code of Conduct is a condition of HEA membership. Being committed to the safety, welfare and respect of its Members, the HEA considers it essential practice for Members to operate in accordance with the Code.

**There are two policy terms of reference to the Code of Conduct:**

- 1. Participation and Attendance at HEA Events**
- 2. Social Media conduct**

### **1. Participation and Attendance at HEA Events - For All HEA Members and people attending HEA Events:**

The Home Education Association Incorporated upholds the principle that parents are primarily responsible for the education of their children.

The HEA is a child-safe and child-friendly organisation, which recognises that all children (persons under the age of eighteen years) should be protected from situations that would jeopardise their general welfare and safety. HEA Members are expected to act in the best interests of children and to

recognise and respect children as active and contributing members of the Association.



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Adherence to the Code of Conduct is a condition of attendance at HEA Events. Activities are recognised as Home Education Association Inc Events when the activity is run by a HEA member who has notified the HEA of the activity and is using the HEA's insurance cover.

Conduct in accordance with this Code is expected of all people attending a HEA event or activity, but is especially presumed of all HEA Members and their extended families. At all times Members and attendees should act responsibly and appropriately while attending HEA events and activities.

### **Participation and Attendance Code of Conduct:**

- Closely supervise and be fully responsible for children under their personal care and supervision. Before the commencement of HEA activities, parents and guardians are to personally notify the HEA organiser if children are left in the care of another responsible adult. Emergency contact details should be left with the organiser;
- ensure that written permission is given by parents and legal guardians for children (persons under the age of eighteen years) to participate in HEA activities (minimum requirement equals parent/guardian signature and names of children on an attendance register);
- conduct themselves in a manner that brings credit to the HEA and the practice of home education;
- ensure that venues are safe and healthy environments, spaces and places which enhance children's learning, development, engagement, initiative, self-worth and dignity;



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- take appropriate action to prevent – and, when necessary, intervene to stop – unacceptable, violent and threatening behaviour, such as physical, sexual or verbal abuse, bullying, tormenting or ridicule;
- behave without discrimination as set out by equal opportunities and anti-discrimination legislation in each state;
- acknowledge the uniqueness and potential of all Members and respect the diversity of home education practice;
- maintain confidentiality of information regarding the HEA and its Members not generally available to the public and respect the right of Members to privacy;
- act with honesty and integrity when dealing with property, monies and any other assets belonging to other people and the HEA;
- take care and consideration of the buildings, facilities and property which are used for HEA events and activities and report damage to the organiser and ensure arrangement is made for appropriate action to remedy the situation on the same day;
- not use the HEA in any way for inappropriate personal gain;
- not use the HEA and/or its events and services to promote their own beliefs, behaviours or practices where they are incompatible with the HEA Constitution, Objects, Mission, Pillars or Codes; and
- abide by the disputes process as set out in the HEA Constitution.



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## **2. HEA Members on Social Media Platforms -**

### **Social Media Code of Conduct for HEA Members:**

- HEA's social media channels are to be:
  - **Relevant** - using social media to share and promote access to information and services that benefit the homeschooling community
  - **Collaborative** - creating opportunities to engage with other members and the public regarding home education in Australia
  - **Appropriate** - using social media in a manner that is consistent with with the HEA's Constitution, Objects, Mission and Policies.
- Whether using social media for official use, or in a private capacity, HEA members must not do anything that may adversely affect their, or another member's, standing as a member of the Association. Further, no member is to use social media in a way that brings the Association into disrepute or which could lower the esteem of another HEA member in the view of the public or other members.
- No member may use their HEA membership on social media to gain a personal financial or business benefit.
- All HEA members must exercise caution and adopt a risk minimisation approach when using social media channels, given that all content posted on social media sites immediately becomes:
  - public information, freely available to those who access it and is potentially permanent, difficult to erase, remove or retract;
  - possible source material for journalists and other interested parties; and
  - the property of the networking host if a third party site.



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Any adult Member who willfully infringes the HEA Code of Conduct will be liable to disciplinary action from the HEA Committee, which may include, but is not limited to, counseling, suspension, expulsion and/or legal action.

This Code of Conduct will be publicly available on the Home Education Association Inc. (HEA) website.

The Code of Conduct was reviewed for an update by the 2019 Management Committee in November 2019.

Previous Code of Conduct - Version 1.02 28 September 2013.

This version (V.2019-12) was approved on 10 December 2019.