


CODE OF CONDUCT

Peer
Education
Initiative



3 REAL MATES
EARN LEARN SUPPORTED

 <http://www.3realmates.com>

 +61 0425 83 66 88 (Message)

 info@3realmates.com

3RealMates Tutors assist 3RealMates peer education initiative to successfully deliver classes, programs, and activities that aim to support students from diverse backgrounds located across the globe to access, participate, and succeed in higher education.

General expectations

As a 3RealMates tutor, I will demonstrate the following qualities:

Commitment

- Commit to supporting my students' goal and educational aspirations
- Spend a minimum of 2 hours per week over the academic throughout the duration by which my classes have been appointed which can range from 1 term through to 1 year with **each** of my classes working with my group of scholars.

Reliability

- Be on consistently punctual per class and be clear on the expectation of any assignments, class content, discussions etc. during class sessions.
- Let a 3RealMates officer, members, or partner know at least 48 hours in advance if I am
- unable to attend a scheduled event.

Professionalism

- Be friendly, attentive, and approachable
- Be mindful of my audience and my role as a representative of 3RealMates.
- Dress neatly and appropriately (e.g. no low cut shirts, singlets, appropriate jewellery, general tidiness)
- Be aware of my language and behaviour at all times.
- When participating in discussions, events, and activities either within class sessions or outside through events organised by 3RealMates, stay focused on my role as a 3RealMates tutor.

Respectful

- Be mindful that others may have different opinions to my own.
- Have an awareness of other cultures – be sensitive and seek advice if unsure about something.
- I will not make derogatory comments about other people, staff, students or other peers, programs, or personal opinions of others.
- I will share experiences and class content positively and make others feel welcome.

Responsibility

- Avoid situations where I may expose unnecessary private information about my scholars and myself.
- Always regard my scholars' privacy, mental-wellbeing, and safety as of the highest priority throughout my participation with 3RealMates.
- Be aware of the relevant contact leader/member/officer/partner is at all times when interacting with my scholars.
- Speak to a 3RealMates staff member about any issues or concerns as soon as they arise.

Good Interpersonal Skills

- Be enthusiastic, positive, and encouraging!
- I will not be on my mobile phone at events or tutoring sessions, nor will I be distracted by other activities beyond the online classes (except with relevant use for session or in an emergency).

Training

- Read through carefully and understanding the pinned items (documents for instruction and necessary job information) in 3RealMate Slack, conduct an achieving self-teaching activity. These documents include but not limited to:
 - Respect at 3RealMates
 - Child Safe Standards
 - 3RealMates Online Security Awareness.
 - 3RealMates Class materials and teaching skills.
 - 3RealMates teaching tips.
- Attend 3RealMates on-line/off-line Mentorship activities/events.
- Attend and actively participate in the tutor training on-line regularly/irregularly.

Acceptable Behaviour

- I understand that as a 3RealMates Tutor, I must demonstrate acceptable behaviour at all times. Any breaches may result in a warning or disciplinary action, including class suspension or termination from the 3RealMates program.

Tutor Declaration

- Follow the tutor declaration in keeping all information true with integrity and honesty and additionally, maintaining privacy with any 3RealMates information, resources, and facilities.

Child Safe Standards

- In compliance with the Child Safe Framework provided by the Victorian State Government Child Safe Standards, I agree to the stated expectations of behaviours.

Privacy Policy

- In compliance with the Privacy Act 1988 and GDPR Framework provided by the Victorian State Government legislations and laws, I agree to the stated expectations of behaviours.

Tutor actions – DO:

- Behave as a positive role model to all scholars and participating members of the 3RealMates program.
- Treat scholars with respect regardless of race, colour, gender, sexuality, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Promote the safety, participation and empowerment of scholars regardless of race, colour, gender, sexuality, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse scholars and members.
- Immediately report any concerns I have for my scholars' safety, mental health or wellbeing to the relevant 3RealMates staff.
- Use positive and affirming language toward scholars.
- Encourage scholars to 'have a say' and provide support that they 'have a voice' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Immediately report any breaches of this Code of Conduct I may see, hear, or witness of other members and scholars from the 3RealMates program.

Tutor actions – DON'T:

- Meet or privately chat with my scholars outside of the class sessions at any time.
- Engage in or use language or behaviour, or expose scholars to such behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Use prejudice, oppressive behaviour or inappropriate language with my scholars and other 3RealMates members and staff.
- Express personal views on cultures, race or sexuality in the presence of scholars or discriminate against any scholar based on culture, race, ethnicity, sexuality or disability,
- Engage in open discussions of an adult nature in the presence of scholars or other 3RealMates members.
- Engage in any form of personal relationship or sexual activity – This includes making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical contact or behaviours.
- Engage in any form of violence, physical, mental, and verbal, towards a scholar or 3RealMates member.
- Take or publish (including online) photos, movies or recordings of scholars without consent and notifying a 3RealMates officer.
- Post online any information about a child that may identify them such as their full name, age, email address, telephone number, residence, or details of an event or group they may attend.
- Ignore or disregard any suspected or disclose child abuse/exploitation.

Declaration

As a 3RealMates Tutor, I will act in accordance with:

- 3RealMates Code of Conduct
- 3RealMates any reasonable rules and expectations of 3RealMates partners, including their partner schools.
- All of 3RealMates training aligned with the role as a 3RealMates tutor.

Full Name:

Signature: _____

Date: / / 20