

Child Safety Code of Conduct

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance refer to the College's Staff and Student Professional Boundaries Policy.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the College environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

The Child Safety Code of Conduct set out below is designed to stand-alone. It can also be incorporated in whole or part into broader Codes of Conduct that are developed within the College, including other professional or occupational codes of conduct that regulate particular staff at the College. The Code is made available to all staff, volunteers, families and students.

Our Child Safety Code of Conduct

Central to the mission of Catholic Regional College Caroline Springs is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially to ensure all members of the College community 'Live Fully, Act Justly'.

This Code of Conduct has a specific focus on safeguarding children and young people at Catholic Regional College Caroline Springs against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and board/school council members at Catholic Regional College Caroline Springs are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable Behaviours:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the College with respect to child protection.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.

- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct.
- Report concerns about child safety to one of the College's Child Protection Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Unacceptable Behaviours:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage with a child or their family outside of school without the school's leadership knowledge and/or consent or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- Engaging in online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with newsletters or assisting students with their school work)
- Use any personal communication channels/device such as a personal email account
- Exchange personal contact details such as phone number, social networking sites or email addresses
- Work with children while under the influence of alcohol or illegal drugs
- Consume alcohol or illicit drugs at school or at school events in the presence of children.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.

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- Post online any information about a student that may identify them such as: full name; age; email address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse.
- Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.

Our Child Protection Program includes a **Staff and Student Professional Boundaries Policy** that provides detailed guidance for all staff and volunteers (direct and indirect) on how to maintain professional boundaries between students and adults at Catholic Regional College Caroline Springs.

Report any concerns

The Program also includes information for staff, volunteers, contractors, clergy and board/school council members, staff and **Direct Contact Volunteers** as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our College's nominated Child Protection Officers.

It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Third party contractors, external education providers, indirect contact volunteers, students, parents or other community members who have concerns that a child may be subject to abuse are asked to contact one of the College's **Child Protection Officers**.