

# Sacred Heart College



## Yarrowonga

**PC 7.0**

**Code of Conduct -**

**Safeguarding Children and**

**Young People**

Ratified by Leadership	21 <sup>st</sup> June 2016
Responsibility for currency	Principal
Year for next major review	2019
Record of revisions	

## **PREAMBLE**

As a Catholic school we treat all children with the highest respect. Within this context, effective Catholic schools provide a safe, supportive and secure environment that promotes respect and care and values diversity. The mental, physical, spiritual and emotional wellbeing of children and young people are essential preconditions for successful learning. These qualities cannot be developed for individuals in isolation from the health and wellbeing of the school community as a whole.

Sacred Heart College believes that, while protecting children and young people from all forms of abuse is a community wide responsibility, schools have particular moral and legal responsibilities to ensure children and young people are safe in their care and to actively and intentionally work to eliminate all forms of abusive behaviours towards children. There are also particular moral and legal obligations for those in authority to prevent, reduce and minimize child abuse and exploitation in all forms.

## **PURPOSE**

All staff and volunteers of Sacred Heart College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

## **ACCEPTABLE BEHAVIOURS**

All staff, volunteers and board/school council members are responsible for supporting the safety of children by:

- Adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone in the school community with respect.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (e.g., by never questioning an Aboriginal and Torres Strait Islander child's self-identification).
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (egg., by having a zero tolerance of discrimination).
- Promoting the safety, participation and empowerment of children with a disability (e.g., during personal care activities).
- Ensuring, as far as practicable, that adults are not alone with a child.
- Reporting any allegations of child abuse to the school's leadership or child safety officer.
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- Reporting any child safety concerns to the school's leadership or child safety officer.
- If an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.
- Contact with students and/or families is to be made during business hours via the school phone or school email.
- When at a College sanctioned function where children are present and alcohol is being served, staff are responsible and adhere to the laws of Responsible Serving and consumption of Alcohol, (i.e. 0.05).

- Register with Leadership or the Child Safe Officer events included but not limited to sports coaching of children in a local team, tutoring, Scouts and Guides.

### **UNACCEPTABLE BEHAVIOURS**

Staff and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse.
- Develop any 'special' relationships with children that could be seen as favouritism (e.g., the offering of gifts or special treatment for specific children).
- Exhibit behaviours with children which may be construed as unnecessarily physical (e.g., inappropriate sitting on laps).
- Put children at risk of abuse (e.g. by locking doors).
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in open discussions of a mature or adult nature in the presence of children (e.g., personal social activities).
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race or sexuality in the presence of children.
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- Have contact with a child or their family outside of school that has not been registered with the child safety officer or school leadership, (e.g. unauthorized after hours tutoring, private instrumental/other lessons or sport coaching. Incidental contact is appropriate.
- Have any online contact with a child (including by social media, email, instant messaging etc.) or their family unless necessary (e.g., by providing families with e-newsletters or assisting student 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 without informing Leadership or the Child Safe Officer.
- Photograph or video a child without the consent of the parent or guardians.
- Work with children whilst under the influence of alcohol or illegal drugs.
- Consume illegal drugs at school or in the presence of children.

I, \_\_\_\_\_, confirm that I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_