



## CHILD SAFETY CODE OF CONDUCT

### INTRODUCTION

Our Child Safety Code of Conduct clearly outlines the expected standards of behaviour for all stakeholders interacting with students and young people in our College environments, and the consequences of failing to meet the College's expectations.

College environments include both physical and online environments, as well as those outside the College's grounds where College-related activities are occurring.

### SCOPE

This Code applies to:

- all staff members, including non-teaching staff and temporary or casual staff;
- volunteers;
- students;
- parents and carers;
- Third Party Contractors and External Education Providers;
- Board of Directors directors;
- teaching students on placement at the College; and
- visitors.

### GUIDELINES

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 Child Safety Code of Conduct and the importance of upholding the Code, the College's environments become much more transparent and people are able to be held accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm. Our Child Safety Code of Conduct is published on our public website.

In addition to our broad expectations for child safe behaviour in all College environments, the College has developed a comprehensive Student Protection Policy, Staff and Student Professional Boundaries policy and a set of Behavioural Guidelines relating to specific aspects of interactions with children and young people.

St Rita's College has the following expectations of behaviours and boundaries for all individuals interacting with children and young people within our College community.

#### DO:

- ✓ Uphold St Rita's College's Statement of Commitment to Child Safety and Wellbeing at all times.
- ✓ Comply with the College's Student Protection policy, Staff and Student Professional Boundaries policy, and the Behavioural Guidelines published by the College with respect to child protection.
- ✓ Behave as a positive role model to students.
- ✓ Promote the protection, safety and wellbeing of students.
- ✓ Be vigilant and proactive with regard to student safety and student protection issues.



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- ✓ Provide age-appropriate supervision for students.
- ✓ Treat all students with respect.
- ✓ Promote the safety, participation and empowerment of students with a disability.
- ✓ Use positive and affirming language towards 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 bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.
- ✓ Ensure as far as practicable that adults are not left alone with a student.
- ✓ Report any breaches of this Child Safety Code of Conduct.
- ✓ Report concerns about student safety to one of the College's Student Protection Contact Officers and ensure that your legal obligations to report allegations externally are met.
- ✓ Where an allegation of abuse is made, ensure as quickly as possible that the child 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.

### **DO NOT:**

- ✗ Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- ✗ Engage in prejudicial or oppressive behaviour, or use 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 to specific students).
- ✗ Engage in undisclosed private meetings with a student who is not your own child.
- ✗ Engage in inappropriate personal communications with a student through any medium, including online.
- ✗ Take or publish photos, movies or recordings of a student without parental/guardian consent.
- ✗ Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number or residence.
- ✗ Ignore or disregard any suspected or disclosed child abuse.



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### Disciplinary Procedures

Where a staff member breaches the Code, St Rita's College may take disciplinary action, including in the case of serious breaches, summary dismissal. Where any other member of the College community breaches any obligation, duty or responsibility within our Child Safety Code of Conduct, St Rita's College will take appropriate action.

### Report Any Concerns

Our Child Protection Program also includes information for staff members, Board directors and volunteers on how to identify key risk indicators of child abuse and how to report child abuse concerns to one of the College's Student Protection Contact Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Indirect Contact Volunteers, Third Party Contractors, External Education Providers, students, parents/guardian and other community members who have concerns that a student may be subject to abuse are asked to contact one of the College's Student Protection Contact Officers. Communications will be treated confidentially on a 'need to know basis'.

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

### ACCOUNTABILITY

Role	Responsible for
Principal	Code of Conduct Oversight
Leadership Team	Implementation of the Code of Conduct
Manager, Community Development	Review of Code of Conduct

### ASSOCIATED DOCUMENTS

Description	Document Type
Child and Youth Risk Management Strategy	Policy
Student Protection Policy, Processes and Guidelines	Policy

### REVIEW AND APPROVAL

Version	Author	Authorisation	Approval Date	Next Review
V1.0	Business Manager	CLT	6 March 2019	2021