



14 July 2016

## Catholic Ladies' College Child Safety Code of Conduct

This Child Safety Code of Conduct has a specific focus on safeguarding children and young people at Catholic Ladies' College 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 and is in accordance with Ministerial Order 870.

All staff, volunteers, contractors, clergy and Board Directors at Catholic Ladies' College 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, hope and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of students.

### ACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors, clergy and Board Directors are responsible for supporting the safety of children by:

- treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe educational and pastoral environment).
- 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.
- taking extra care (or additional steps) to protect children from abuse during high risk activities and times, such as overnight camps, counselling, first aid and bus travel.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have 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 (for example, by never questioning an Aboriginal and Torres Strait Islander student's self-identification).
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination).
- promoting the safety, participation and empowerment of children with a disability (for example, 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 (Principal) or Child Safety Officer (Deputy Principal Student Wellbeing and/or College Counsellor).
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic).
- reporting any child safety concerns to the Principal or Child Safety Officer (Deputy Principal Student Wellbeing and/or College Counsellor).
- If an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher or certain allegations or concerns about a registered teacher.
- respecting the privacy of children and their families and only disclosing information to people who have a need to know.

## UNACCEPTABLE BEHAVIOURS

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children).
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps).
- put children at risk of abuse (for example by locking doors).
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (for example toileting or changing clothes).
- engage in open discussions of an adult or highly personal nature in the presence of students (for example, personal social activities).
- use inappropriate language in the presence of children.
- engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- use physical means or verbal abuse to discipline or control a student.
- express personal views on cultures, race or sexuality in the presence of children.
- discriminate against any child, including, but not exclusive to age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- have contact with a child or their family outside of school without the school's Leadership (Principal) knowledge and/or consent or the College Board's approval. For example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching, social gatherings, etc. The Child Safety Officer (Deputy Principal Student Wellbeing and/or College Counsellor) must notify the Principal if such information is communicated to them.
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family unless necessary (for example by providing families with newsletters or assisting children with their school work).
- exchange personal contact details, such as phone numbers, social network sites or email addresses.
- take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- work with children while under the influence of alcohol or illegal drugs.
- consume alcohol or illegal drugs at school in the presence of children.
- consume alcohol at school events unless the Principal or the College Board has authorised the serving of alcohol at the school event (for example, Valedictory Dinner).

The 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 provide professional boundaries between students and adults at Catholic Ladies' College.

The Program also includes information for Directors of the College Board, staff and volunteers as to how to report child abuse concerns to one of our College's nominated Child Safety 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 Safety Officers.

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

Where a staff member does not adhere to this policy, the Principal or governing authority of Catholic Ladies' College will take the necessary course of action.

I, ....., confirm I have been provided with a copy of the above Code of Conduct and understand my obligation in regards to appropriate behaviour towards and in the company of students.

Signed: ..... Date: .....