

Policy and Procedure Manual

Child Safe Code of Conduct

1. Introduction

The Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults towards students.

The Child Safe 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 staff, the Child Safe Code of Conduct should be read in conjunction with the College Staff Student 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 Child Safety 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, the Child Safe Code of Conduct helps to protect children from harm.

The Child Safe Code of Conduct is made available to all staff, volunteers and families.

The Child Safe Code of Conduct is endorsed by the school's governing authority, the College Council.

2. Our Child Safe Code of Conduct

The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, St Leonard's College may take disciplinary action, including in the case of serious breaches, summary dismissal. The College revises the Code every two years as part of the College's child safe policy review cycle.

St Leonard's College has the following expectations of behaviours and boundaries for all adults interacting with students within our College community. This includes all teaching staff, non-teaching staff, Council members, volunteers (direct and indirect), third party contractors, external education providers and parents/carers.

DO:

- Call the Police on 000 if you have immediate concerns for a student's safety.
- 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 all policies, codes and procedures published by the College with respect to child safety
- 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, including First Nations' students

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- Use positive and affirming language toward students
- Encourage students to 'have a say' and then listen to them with respect
- Always preview age-appropriate material before presenting to students e.g. videos, YouTube clips
- 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 Safe Code of Conduct
- Be proactive in reporting any concerns relating to child abuse with the Principal, the Director of Wellbeing, the Head of Counselling team or with one of the Child Protection Officers and ensure that your legal obligations to report allegations externally are met
- Ensure as quickly as possible, where an allegation of child abuse is made, that the student involved is safe
- Respect the privacy of students and their families and only disclose information to people who have a need to know
- Read this code in conjunction with the Child Safe Policy and the 'Procedures for Responding to and Reporting Allegations of Child Abuse.

DO NOT:

- 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 inappropriate 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 in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student

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- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent
- Post online, without College approval, any information about a student that may identify them such as their full name, age, email address, telephone number, home address, school, or details of a club or group they may attend. Please contact the College Marketing Department for clarification
- Ignore or disregard any suspected or disclosed child abuse.

Our Child Safe Program includes a Staff Student Boundaries Policy that provides detailed guidance for all staff on how to maintain professional boundaries between students and staff at St Leonard's College.

3. Professional Codes of Conduct

College staff may also have obligations under other professional codes of conduct including the following Victorian Institute of Teaching Code of Conduct, Australian Psychological Society Code of Ethics, Nurses Code of Conduct, Accounting Professional and Ethical Standards.

All staff must comply with the College Child Safe Code of Conduct in addition to other Professional Codes.

All volunteers are subject to the College Volunteer Code of Conduct.

4. Related Policies and Procedures

This Child Safe Code of Conduct is to be read in conjunction with other related school policies, procedures, and codes that, taken together, form our Child Safe Program. These include our:

- Child Safe Policy
- Child Safe Procedures for Responding to and Reporting Suspected Child Abuse
- Anti-Bullying (Student) Policy
- Diversity and Inclusion Policy
- General Records Management Policy
- Grievance Policy
- Online Safety Policy
- Pastoral Care & Student Wellbeing Policy
- Privacy Policy
- Staff-Student Boundaries Policy
- Supervision Policy
- Visitor Management Policy
- Volunteer Management Policy

5. Communication of this Code

This Code is publicly available on our website at <https://www.stleonards.vic.edu.au>. St Leonard's College is committed to communicating our child safety strategies to the school community through:

Students

- the Student Wellbeing Site on STL Link (the College intranet) under Child Safety

Staff

- the staff policy portal (PolicyConnect) via STL Link (the College intranet) > Child Safe Program Quick Link
- new staff induction material

College Community

- an annual notice published in the College Newsletter advising the College community of the location of College policies
- parent information evenings
- Intranet (STL Link parent/carers portal) for parents/carers
- the College public website.

6. Prepared by

Director of Wellbeing, Compliance Manager

7. Review Cycle

This Code is reviewed every two years (in accordance with the requirements of the Ministerial Order), for approval and endorsement by the Principal and the school's governing authority, the College Council.

8. Reason for Revision

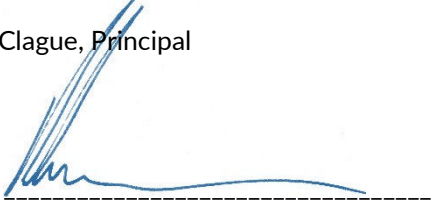
Updated in accordance with the requirements of Ministerial Order No. 1359 - Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

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9. Approved by

Peter Clague, Principal



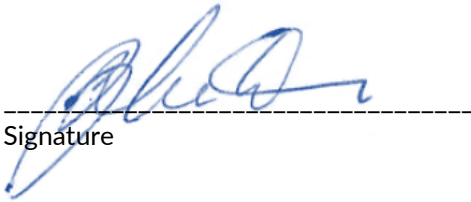
Signature

22 May 2023

Date

10. Endorsed by

Jen Neate, Chair, College Council



Signature

14 June 2023

Date