

CHILD SAFE CODE OF CONDUCT

Preamble

A 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 more detailed guidance refer to the College's [Staff and Student Professional Boundaries](#) policy.

Any reference in this document to a child, means any student under the care and/or supervision of Clonard College.

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 Safe Code of Conduct applies to:

- All staff members, including non-teaching staff and temporary or casual staff
- Volunteers
- Parents and Guardians
- Third Party Contractors and service providers (including External Education Providers)
- Members of the Stewardship Council
- Teaching/social work students on placement at the College
- Visitors

**Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct unsupervised contact with students during the normal course of providing the volunteer service.*

The Child Safe 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 by the College.

Certain staff members, Volunteers and Third Party Contractors at the College may have professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must also be complied with. In the event that the staff member, Volunteer or Third Party Contractor considers that there is a conflict between these codes of conduct and the Child Safe Code of Conduct in a particular matter, the relevant staff member, Volunteer or Third Party Contractor must seek advice from their professional or occupational regulatory body and/or a Child Protection Officer, and must advise the Principal of their proposed course of action.

The Child Safe Code of Conduct is made available to all staff, Volunteers, families and students via our public website.

Child Safe Code of Conduct

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. 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, Clonard College may take disciplinary action, including in the case of serious breaches, summary dismissal. The College revises the Code annually.

Clonard College has the following expectations of behaviours and boundaries for all adults interacting with students within our College community.

Kildare Education Ministries (KEM) has endorsed this Child Safe Code of Conduct and it should be read in conjunction with the KEM Ethical Standards Policy.

DO:

- 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 appropriate supervision for students.
- Comply with guidelines published by the College with respect to child protection
- Treat all members of our community, including students, with dignity, respect, sensitivity and fairness. 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, affirming and impartial language towards students
- Encourage students to 'have a say', participate, 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 breaches of the Child Safety Code of Conduct
- Refer any reportable matter to the KEM Executive Officer
- Report concerns about child safety to the School's Child Protection Officers and ensure that your legal obligations to report allegations externally are met.
- Ensure as quickly as possible that students involved in an allegation of child abuse are 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.
- 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, gender, sexuality 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 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.
- Take or publish (including online), photos, movies or recordings of a student without parent/guardian consent.
- Post online any information about a student that may identify them unless it is necessary for the school's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's 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

Agreement to Child Safety Code of Conduct

A copy of the Child Safe Code of Conduct is provided to all staff members, including non-teaching staff and temporary or casual staff, Volunteers and Third Party Contractors at induction, or otherwise prior to them commencing work at the College. It is also communicated via refresher training at regular intervals for all all staff members, including non-teaching staff and temporary or casual staff, as well Volunteers and Third Party Contractors.

All staff members, including non-teaching staff and temporary or casual staff, as well as Volunteers, must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at the College.

The Child Safe Code of Conduct forms part of the contract between the College and any Third Party Contractors. Therefore, all Third Party Contractors are deemed to have agreed to adhere to the Child Safe Code of Conduct upon signing the contract or upon commencing work at the College.

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 Clonard College.

The Program also includes information for members of KEM, 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 Officer(s).

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

Third Party Contractors, External Education Providers, Volunteers, students, parents/carers 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 Officer(s).

Communications will be treated confidentially on a 'need to know basis'.

College counsellors

In their dealings with students, any College counsellors should also take into account their professional obligations as set out in respective codes of ethics or practice to which they are bound, including but limited to, the Australian Counselling Association and other eg: chaplains

Sports and recreation

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language
- coaching students to be 'good sports'
- explaining the reason for the contact and asking for the student's consent if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

Consequences for Breaching the Child Safe Code of Conduct

Where a member of staff is suspected of breaching this Code of Conduct, Clonard College will take appropriate action.

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach the Child Safe Code of Conduct may be subject to disciplinary consequences including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role

- suspension or
- in the case of serious breaches, termination of employment, contract or engagement

Where the Principal is suspected of breaching this Code of Conduct, the concerned party will refer the matter to the KEM Executive Officer.

The school must report to the KEM Executive Officer any instances of reportable conduct or mandatory reporting.

Where any other member of the school community, including volunteers and contractors, is suspected of breaching this code, the school is to take appropriate action, including (if applicable) in accordance with the *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools* policy.

In appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT.

For full access to our Child Protection Program please request more information from our Child Protection Officers.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000. All other concerns can be reported to our Child Protection Officers or a member of the Leadership team.

Please sign and return this form below immediately.

I, _____ have read and understood this code of conduct document and agree to follow the directions and expectations listed.

Signature: _____ Date: _____

Title:	Child Safe Code of Conduct			
Subject:	Child Safety			
Document Type:	Policy			
Approved by:	Principal			
Responsible Author:	Angela Battaglia			
Endorsed by:	KEM Endorsed	Endorsed date:	29/06/2021	Review cycle (yrs): 1