



**Catholic
Regional College
North Keilor**

Code of Conduct: Safeguarding Children and Young People

March 2020

At **Catholic Regional College North Keilor** it is essential that there is clarity for all staff in relation to their responsibility and accountability for ensuring child safety and a child safe environment.

This Code of Conduct has a specific focus on safeguarding our students at **Catholic Regional College North Keilor** against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other policies and/or occupational codes. This Code of Conduct should be read in conjunction with the school's Child Safe Policy.

This Code of Conduct applies while students are in our care while on school property or elsewhere.

Staff should read this Code of Conduct in conjunction with Staff and Students Professional Boundaries Policy.

All staff, volunteers, contractors, clergy, school council members and visitors at **Catholic Regional College North Keilor** 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 and justice and the College values of Faith, Respect, Resilience and Compassion. All members of the College community are required to observe child safe principles and the expectations for acceptable behaviours towards, and in the company of, our students.

Acceptable behaviours

All staff, parents/guardians, volunteers, contractors, clergy, school council members and visitors are responsible for supporting the safety of our students 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 our students from abuse
- treating everyone in the school community with respect
- encourage equality in relationships with children so that favouritism is avoided
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused or that they are worried about their safety or the safety of another student
- promoting the cultural safety, participation and empowerment of children with culturally or linguistically diverse backgrounds, or those with a disability
- ensuring as far as practicable that adults are not alone with a student
- reporting any allegations of child abuse to the Principal or Deputy Principals and ensuring any allegation is reported to the police or child protection
- reporting any child safety concerns to the Principal or Deputy Principals
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- ensuring that the child(ren) are in a safe environment as quickly as possible should an allegation of child abuse be made

Unacceptable behaviours

All staff, parents/guardians, volunteers, contractors, clergy, school council members and visitors must not ignore or disregard any suspected or disclosed child abuse under any circumstances.

1. Through their actions:

- not use physical contact to punish or discipline a student.
- not exhibit behaviours with children which may be construed as unnecessarily physical. It is recognised that close physical contact may sometimes be necessary, for example when demonstrating gymnastic skills, music or dance moves and other physical activities but the student's permission should always be sought prior to instruction.
- protect our students from the risk of abuse in the school environment, for example, by ensuring, as far as practicable, keeping the door open and/or remaining clearly in view during individual interactions.
- not initiate unnecessary physical contact with students or do things of a personal nature that the student can do for themselves except where care of a student's special needs require this and parent permission has been obtained.

2. Through communication via any medium:

- not use inappropriate language in the presence of our students
- not have discussions of a mature or adult nature in the presence of our students
- not make jokes or innuendos of a sexual nature
- not use or condone obscene gestures or pornographic material
- not expressing personal views on cultures, race or sexuality in the presence of our students
- not discriminate against any student because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability

3. Contact outside the school, including; personal, telephone, online and social media connections. Staff must:

- maintain professional relationships with all members of the College community. Where staff have personal relationships with families in the community they must communicate this to the Principal
- not have a personal relationship with a student unless they have permission of the parent and College Leadership. Unexpected/incidental contact with a student, e.g. seeing a student in the street, is deemed appropriate
- ensure online contact with a student or his/her family is for educational purposes/ purposes relevant to your role by using the school's recognised communication systems
- not take photographs or videos of students without the consent of the parent or guardians. Exceptions to this include if images of students are taken only for designated school purposes. It is advised that these images should not be stored on a personal device and should be transferred to a school file as specified in a timely manner
- not publish or upload photographic or audio material of a student to any location without the consent of the student's parent / guardian and the school
- not work with our students whilst under the influence of alcohol or illegal drugs
- not consume alcohol at school or at school events in the presence of our students unless with the knowledge and permission of the Principal.

Non-compliance with this Code of Conduct may be grounds for disciplinary action. Depending on the seriousness of the situation, disciplinary action can be up to and including termination of employment for school staff, or exclusion from the school. Depending on the circumstances, the school may also refer the matter to the police.