



# Child Safety Code of Conduct

## Code of Conduct

Central to the values of Sacré Cœur is an unequivocal commitment to fostering the dignity, self-esteem and integrity of the young people in our care and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

## Purpose

This Code of Conduct has a specific focus on safeguarding young people at Sacré Cœur against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, School policies and code of conduct in relation to child safety, mandatory reporting and safety of young people, Australian Institute for Teaching and School Leadership standards and Victorian Institute of Teaching Codes of Conduct as these apply to staff and personnel.

All staff, volunteers, contractors and Board Members at Sacré Cœur 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. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of young people, as noted below.

## Acceptable Behaviours

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

- adhering to Sacré Cœur's Child Safety Policy and upholding the School's statement of commitment to child safety (see website) at all times
- taking all reasonable steps to protect the young people in our care from any form of abuse
- 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
- listening and responding to the views and concerns of young people, particularly if they are telling you that they or another young person has been abused or that they are worried about their safety or the safety of another young person
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander young people
- promoting the safety, participation and empowerment of young people with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of young people with a disability
- ensuring as far as practicable that adults are not alone with a young person
- reporting any allegations of child abuse to the relevant Year Level Co-ordinator (Secondary) or Student Wellbeing Leader (Joigny) and the School Leadership Team
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.) and as contained in the School's Child Safety Policy
- reporting any child safety concerns to the relevant Year Level Co-ordinator (Secondary) or Student Wellbeing Leader (Joigny) and the School Leadership Team
- if an allegation of child abuse is made, ensuring as quickly as possible that the young person/people are safe, in accordance with the School's Child Safety Policy.

## Unacceptable Behaviours

All staff, volunteers, contractors, visitors, clergy and Board members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with young people that could be seen as favouritism (for example, the offering of gifts or special treatment for specific young persons)
- exhibit behaviours with young people which may be construed as unnecessarily physical (for example, inappropriate sitting on laps, physical contact)
- put young people at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with young people or do things of a personal nature that a young person can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of young people unless directly related to the curriculum (for example, personal social activities)
- use inappropriate language in the presence of young people
- express personal views on culture, race or sexuality in the presence of young people
- discriminate against any young person, including on the basis of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a young person or their family outside of school without the School Leadership Team's knowledge, and/or consent of the School Board (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); this does not include accidental contact, such as seeing people in the street.
- have any online contact with a young person (including by social media, email, instant messaging etc.), unless that contact is to provide information about the School, or connected directly to the school work of the enrolled student
- use any personal communication channels/device such as a personal email account to make contact with a student
- exchange personal contact details such as phone number, social networking sites or personal email addresses with a student
- photograph or video a young person except in the case of activities connected with learning and teaching
- work with a young person while under the influence of alcohol or illegal drugs
- consume alcohol or drugs in the presence of young people at school or at school events
- exceptions may be granted by the Principal or Principal's delegate subject to a thorough risk assessment for school events that request to serve alcohol

I, \_\_\_\_\_ confirm

that I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_