



Sacré Cœur

Child Safe 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. The Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults toward students and serves to protect students, reduce any opportunities for abuse or harm to occur, and promotes child safety in the School environment. Where a staff member breaches the Code of Conduct, Sacré Cœur may take disciplinary action, including in the case of serious breaches, summary dismissal.

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 other professional and/or occupational codes. All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers 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 toward and in the company of young people, as noted below.

Acceptable Behaviour

All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers are responsible for supporting the safety of children by:

- Adhering to Sacré Cœur's [Child Safety Policy](#) and [Child Protection - Reporting Obligations 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 concerns about child safety to the School's Child Safety Officer or a member of Leadership Team and ensuring that legal obligations to report allegations externally are met
- Ensuring as quickly as possible, in the instance of an allegation of child abuse being made, that the student/s involved is/are safe. Calling the Police if immediate concerns are held for a student's safety
- Respecting the privacy of students and their families and only disclosing information to people who have a need to know

Unacceptable Behaviour

All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers 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 events held on school premises that request to serve alcohol
- Engage in any form of physical violence toward a student including inappropriately rough physical play
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm

Child Safe Review Program

Sacré Cœur is committed to the continuous improvement of our Child Safe Program, which is regularly reviewed for overall effectiveness and to ensure compliance with all child safe related laws, regulations and standards. Any changes made to the Child Safe Program are reviewed and endorsed by the School Board.

Acknowledgement

I have received and read the Sacré Cœur Child Safe Code of Conduct. I understand my obligations and responsibilities under the Code of Conduct. By signing the below, I agree to comply with the Child Safe Code of Conduct.

Name:

Signature:

Date:



Sacré Cœur

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Document Control

Document Details

Document Name	Child Safety Code of Conduct
Document created by	Director of Risk and Compliance
Document Approval	School Board School Principal School Leadership

Document Management

Relevant to:	All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers
Related documents include, but not limited to:	<ul style="list-style-type: none"> • Child Protection – Reporting Obligation Policy (2021) • Child Safety Policy (2021) • Alcohol Policy (2021) • Staff Wellbeing Policy (2019) • Feedback Policy (2019) • Grievance Policy (2019) • Whistleblower Policy (2021) • Parent Code of Conduct (2020) • Student Code of Conduct (2020) • Student Wellbeing Policy (2018) • Privacy Policy (2019) • Psychologist Policy (2020) • OHS Policy (2019) • Against Bullying Policy (2018)
Related Legislation, but not limited to:	<ul style="list-style-type: none"> • Ministerial Order 870 (2016) • The Child and Young Persons Act (2005) • Privacy Act Cth (1988) / Australian Privacy Principles (2014) • Crimes Act 1958 • Children, Youth and Families Act 2005 (Vic) • Working with Children Act 2005 (Vic) • Education and Training Reform Act 2006 (Vic) • Equal Opportunity Act 2010 (Vic.) • Child Wellbeing and Safety Act (2005) • Occupational Health and Safety Act (2004) • Human Rights and Equal Opportunity Commission Act (1986) • Sex Discrimination Act (1984) • Workplace Relations Act (1996)
Review:	The Policy shall be reviewed on an annual basis by the School Leadership Team and the School Board. The next review of this Policy is due April 2021.

Change History

Author	Date	Change Description	Version
W Ross	May 2017	Original policy created, approved by Leadership Team, communicated to all staff and published	V1
W Ross / N Visic	Jan 2019	Policy reviewed and updates made	V2
W Ross / N Visic	Feb 2019	Policy reviewed by Leadership Team with changes. Policy endorsed by Leadership and School Board and communicated to all staff (ELMO e-learning training for all staff).	V2
N Visic	April 2020	Updated Code of Conduct reviewed and endorsed by the School Board, the School Principal and the School Leadership Team. Updated Code of Conduct communicated to school community, updated to ELMO Learning and published on website.	V3
N Visic	April/May 2021	No updates required. Code of Conduct reviewed and endorsed by the School Board, the School Principal and the School Leadership Team. Code of Conduct communicated to school community, updated to ELMO Learning and published on website.	V3