



Safeguarding Children and Young People Code of Conduct Our Lady Star of the Sea School

Vision Statement

Inspired by Mary and guided by our faith in her Son Jesus we aspire to be a respectful, nurturing and engaging learning community.

August 2011

Scripture Reference

“I have come that you have life and have it to the full”

John 10:10

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at **Our Lady Star of the Sea School** against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and School Education Board members at **Our Lady Star of the Sea School** 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 children, as noted below.

Acceptable Behaviours

All staff, volunteers, contractors, clergy and School Education Board members are responsible for supporting the safety of children 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 children from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety and/or the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child, unless this is consistent with their school role and responsibilities.
- reporting any allegations of child abuse to the school leadership team
- reporting any child safety concerns to the school leadership team
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- if an allegation of child abuse is made, follow the relevant school procedures for reporting allegations, or mandatory reporting requirements.
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Unacceptable Behaviours

Staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the knowledge and/or consent of the Principal or Deputy Principal (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging) or their family (unless necessary, for example, by providing families with e-newsletters or assisting students with their school work) and without the Principal or Deputy's Principal knowledge
- use any personal communication channels/device such as a personal email account exchange personal contact details such as phone number, social networking sites or email addresses without the knowledge of the Principal or Deputy Principal.
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

I, _____, confirm I have been provided with a copy of the above Code of Conduct.

Signed: _____

Date: _____

Initial Code of Conduct: July 2016

Review : Feb 2017

Reviewed: June 2019

Ongoing Review: February each year