



St Leonard's College

Policy & Procedure Manual

St Leonard's College

An education for life.

Child Safe Code of Conduct

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 staff, the Child Safe Code of Conduct should be read in conjunction with the College Staff Student Boundaries Policy.

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 Child Safety 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 Safe Code of Conduct helps to protect children from harm.

The Child Safe Code of Conduct is made available to all staff, volunteers and families.

Our Child Safe Code of Conduct

This Child Safe 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, St Leonard's College may take disciplinary action, including in the case of serious breaches, summary dismissal. The College revises the Code as part of the College's policy review cycle.

St Leonard's College has the following expectations of behaviours and boundaries for all adults interacting with students within our College community. This includes all teaching staff, non-teaching staff, Council members, volunteers (direct and indirect), third party contractors, external education providers and parents/carers.

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 age appropriate supervision for students
- Comply with guidelines published by the College with respect to child safety
- Treat all students with respect
- 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 and affirming language toward students

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- Encourage students to 'have a say' and then listen to them with respect
- Always preview material before presenting to students e.g. videos, you-tube clips
- 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 any breaches of this Child Safe Code of Conduct
- Report concerns about child safety to one of the College's Child Protection Officers and ensure that your legal obligations to report allegations externally are met
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe
- Respect the privacy of students and their families and only disclose information to people who have a need to know
- **Call the Police on 000 if you have immediate concerns for a student's safety.**

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 or disability
- Engage in open discussions of an inappropriate 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

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- 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 undisclosed 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 parental/carer consent
- Post online without College approval any information about a student that may identify them such as their full name, age, e- mail address, telephone number, address, school, or details of a club or group they may attend. Please contact the College Marketing department for clarification
- Ignore or disregard any suspected or disclosed child abuse.

Our Child Safe Program includes a Staff Student Boundaries Policy that provides detailed guidance for all staff on how to maintain professional boundaries between students and staff at St Leonard's College.

Report any concerns

The College Child Safe Program also includes information for members of the College Council, 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 Officers.

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

Third party contractors, external education providers, indirect contact volunteers, students, parents 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 Officers.

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

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.



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Prepared by

Director of Pastoral Care

Approved by

Stuart Davis, Principal

15/11/2019

Signature

Date

Reason for revision

Scheduled review

All policies and associated codes at St Leonard's College are subject to a three (3) year maximum review cycle (unless otherwise stated) irrespective of any amendments made during this period.

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