

child safety code of conduct

introduction

Ballarat Clarendon College (**Clarendon**) is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of all children and young people, and enables them to thrive in their learning and development.

A Child Safety 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 more detailed guidance refer to the Clarendon **Staff and Student Professional 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 Code of Conduct and the reasons it is so important to uphold, the school environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

Clarendon may vary this Code, in its absolute discretion, from time to time.

The Child Safety Code of Conduct applies to:

- all employees, including teaching and non-teaching employees and temporary or casual employees;
- independent contractors;
- volunteers;
- Third Party Contractors and service providers (including External Education Providers);
- Board members;
- teaching students on placement at Clarendon;
- visitors;
- any member of the school community involved in child-related work, collectively referred to as 'staff' for the purpose of this Code.

The Child Safety Code of Conduct set out below is intended to complement broader Codes of Conduct that are developed within the school, including other professional or occupational codes of conduct that regulate particular staff at Clarendon.

The Code is made available to all staff, families and students via our public website and staff intranet. A PDF version of our Child Safety Code of Conduct is available on **The Hub**

The Principal and school leaders of Clarendon will support implementation and monitoring of the Code, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Clarendon will also provide information and support to enable the Code to operate effectively.

policy

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all staff towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the school environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

All staff are required to comply with the Code by observing expectations for appropriate behaviour below. The Code applies in all school situations, including school camps and in the use of digital technology and social media.

Where a staff member breaches the Code, Ballarat Clarendon College may take disciplinary action, up to and including summary termination of employment or termination of contract, and may report to relevant authorities, including the police and the Commission for Children and Young People (CCYP) Reportable Conduct Scheme. Clarendon revises this Code annually.

Ballarat Clarendon College has the following expectations of behaviours and boundaries for all staff interacting with students within our school community. This includes teaching employees, non-teaching employees, contractors, Board members, volunteers, Third Party Contractors and External Education Providers.

The Ballarat Clarendon College Board has endorsed this Child Safety Code of Conduct.

Do

Staff are responsible for supporting and promoting the safety of children by engaging in the following:

- 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 safety issues;
- Provide age appropriate supervision for students;
- Comply with guidelines published by Clarendon with respect to child safety;
- Uphold Clarendon's statement of commitment to child safety at all times and adhering to Clarendon's child safe framework
- Treat all students and families with respect and ensure that they have access to information that clearly outlines processes and their rights;
- Promote the safety, participation and empowerment of students with a disability;
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students, students in out-of-home care and students who identify within the LBGTQIA+ community;
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students;
- Use positive and affirming language towards students;
- Encourage students to 'have a say' and then listen, and respond, to them with respect, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child;
- Respect cultural, religious and political differences and ensure that sensitivity to individual needs is demonstrated in all aspects of communication and process;
- Help provide an open, safe and supportive environment for all students in all contexts of their school life;
- Intervene when students are engaging in inappropriate behaviour towards others or acting in a humiliating, discriminatory or vilifying way;
- Understand and comply with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse;
- Report any breaches of this Child Safety Code of Conduct to one of the school's Child Safety Officers, Dean Griffin or Kylie Fitzpatrick, wellbeing@clarendon.vic.edu.au or the Principal.
- Report concerns about child safety to one of the school's Child Safety Officers and ensure that yours and Clarendon's legal obligations to report allegations externally are met (see Child Safety Reporting Policy);
- If child abuse is suspected, ensure as quickly as possible that the student(s) are safe and protected from harm;
- Call the Police on 000 if you have immediate concerns for a student's safety; and
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do not

Staff must 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 adult nature in the presence of students;
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting;
- 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, such as hugging students 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;
- 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;
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students) or amount to 'grooming' behaviour;
- Engage in undisclosed private meetings with a student that is not your own child;
- Engage in meetings with a child that is not your own, outside of school hours and without permission from Clarendon and the child's parent;
- 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 any information about a student that may identify them such as their: full name/age/, e-mail address/, telephone number/, residence/, school/, or details of a club or group they may attend;
- In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances;
- Ignore or disregard any suspected or disclosed child abuse.
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate.

Our Child Safety Framework Policy includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all staff and volunteers on how to maintain professional boundaries between students and adults at Ballarat Clarendon College.

report any concerns

The Child Safety Framework Policy also includes information for directors of the Board, employees and volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our school's nominated Child Protection Officers, or how to report concerns themselves if required. It also contains detailed procedures with respect to the reporting of child safety incidents to relevant authorities.

Staff who have concerns that a child may be subject to abuse are asked to contact one of Clarendon's Child Safety Officers, Dean Griffin or Kylie Fitzpatrick, Wellbeing@Clarendon.vic.edu.au or the Principal. Communications will be treated confidentially on a 'need to know basis'.

In any situation where there are concerns that a child is in immediate danger, the Police should be contacted on 000.

Supporting Documentation

Child Safety Framework Policy
 Child Safety Reporting Policy
 Child Safety Reporting Procedure
 Staff and Students Professional Boundaries Policy
 Respectful Behaviour Policy



Owner: Head of Student Welfare	Approved: Board	Child Safety Code of Conduct
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