

# child safety code of conduct

## introduction

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.

### The Child Safety Code of Conduct applies to:

- all staff members, including non-teaching staff and temporary or casual staff;
- volunteers;
- students;
- parents and carers;
- Third Party Contractors and service providers (including External Education Providers);
- Board members;
- teaching students on placement at Clarendon; and
- visitors.

The Child Safety Code of Conduct set out below is designed to stand alone. It can also be incorporated in whole or part into 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, volunteers, families and students via our public website and staff intranet. A PDF version of our Child Safety Code of Conduct is available on **connect@clarendon**

## policy

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all staff, volunteers and sub-contractors 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. Where a staff member breaches the Code, Ballarat Clarendon College may take disciplinary action including reporting to relevant authorities including the police and the Commission for Children and Young People (CCYP) Reportable Conduct Scheme and in the case of serious breaches, summary dismissal. The school revises this code annually.

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

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



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|--------------------------------|--------------------------|------------------------------|-------------|
| Owner: Head of Student Welfare | Approved: Board          | Child Safety Code of Conduct |             |
| Date Created: 1 Jan 2018       | Last Review: 07 Sep 2019 | Next review: 28 Feb 2020     | Page 1 of 3 |

## 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 safety issues;
- Provide age appropriate supervision for students;
- Comply with guidelines published by Clarendon 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 towards students;
- Encourage students to 'have a say' and then listen to them with respect;
- Respect cultural, religious and political differences;
- 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;
- Report any breaches of this Child Safety Code of Conduct;
- Report concerns about child safety to one of the school's Child Safety Officers and ensure that yours and the school legal obligations to report allegations externally are met (see Child Safety Reporting policy);
- 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

- 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;
- 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;
- 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 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;

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|--------------------------------|--------------------------|------------------------------|-------------|
| Owner: Head of Student Welfare | Approved: Board          | Child Safety Code of Conduct |             |
| Date Created: 1 Jan 2018       | Last Review: 07 Sep 2019 | Next review: 28 Feb 2020     | Page 2 of 3 |

- 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;
- Ignore or disregard any suspected or disclosed child abuse;
- Our Child Safety Framework 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; or
- Report any concerns.

The Program also includes information for directors of the Board, staff 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.

Non-teaching staff, Board members, volunteers, Third Party Contractors and External Education Providers who have concerns that a child may be subject to abuse are asked to contact one of Clarendon's Child Safety Officers. 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  
 Child Safety Reporting Policy  
 Child Safety Reporting Procedure  
 Staff and Students Professional Boundaries Policy  
 Respectful Behaviour Policy



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|--------------------------------|--------------------------|------------------------------|---------------------------|
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| Date Created: 1 Jan 2018       | Last Review: 07 Sep 2019 | Next review: 28 Feb 2020     | Page <b>3</b> of <b>3</b> |