



St. Paul's Primary School

Standard Three – Child Safety Code of Conduct

Introduction

Child Safety at St Paul's - We are committed to ensuring the safety and wellbeing of our students, staff, and volunteers. As part of this commitment we have implemented the Victorian Child Safe Standards to help protect children and young people under the age of 18 from child abuse and neglect, including cultural safety for Indigenous children and those from culturally and linguistically diverse backgrounds, and children with a disability. The school has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations & responsibilities for ensuring the safety of all children under their care.

This Code of Conduct has a specific focus on safeguarding children and young people at St. Paul's Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes & legislation.

St. Paul's Vision Statement

With Jesus as our leader, we at Saint Paul's Catholic Parish Primary School, endeavour to build an inclusive learning community.

Embracing the courage of Saint Paul, and in the spirit of the Sisters of Mercy, we aspire to provide an education that empowers us in unity, faith, hope, love and respect.

Created by the children, parents and staff of Saint Paul's School in 2016.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at St. Paul's Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All people including, but not limited to, staff, volunteers, contractors, clergy and board/school council members at St. Paul's Primary 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.

Scope

This Code of Conduct applies to all staff members (teaching & non-teaching), clergy, casual relief staff, volunteers, and contractors engaged by the school.

Acceptable behaviours

All people including, but not limited to, staff, volunteers and board/school council 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 and neglect
- 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/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
- reporting any allegations of child abuse to the school's leadership (or child safety officer)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the school's leadership (or child safety officer)
- ensuring as quickly as possible that the child(ren) are safe, if an allegation of child abuse is made

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 which 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 because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership or child safety officer's knowledge and consent (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- engage in social activities with a child or family (e.g. dinner, outings etc.).
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- 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
- 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: _____

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| Principal / Child Safety Officer Name: |
| Signature: |
| Date: |



Principal

Reviewed 31/10/2017

References:

Catholic Education Commission of Victoria Ltd (CECV) 2016, *Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools.*

Catholic Education Commission of Victoria Ltd (CECV) 2016, *Commission For Children & Young People 2015, A Guide to Creating a Child Safe Environment*

Victorian Government 2005, *Children, Youth and Families Act*

Victorian Government 1958, *Crimes Act*

Victorian Government Department of Health & Human Services 2016, *Resource 1 - Good leadership and governance in child safe organisations*

Victorian Government Department of Health & Human Services 2016, *Resource 2 - Child safe policy and statement of commitment*

Victorian Government Department of Health & Human Services 2016, *Resource 3 - Code of conduct (including sample code of conduct)*

Victorian Government Department of Health & Human Services 2016, *Resource 4 - Human resources practices for child safe organisations*

Victorian Government Department of Health & Human Services 2016, *Resource 5 - Recruitment practices for child safe organisations*

Victorian Government Department of Health & Human Services 2016, *Resource 6 - What to do when an allegation of child abuse is made*

Victorian Government Department of Justice 2016, *Betrayal of Trust Implementation*

Victorian Government 2006, *Education and Training Reform Act*

Victorian Government 2006, *(Amendment to) Education and Training Reform Act, Ministerial Order No. 870 - Child Safe Standards -Managing the risk of child abuse in schools 2015*

Victorian Government Education and Training 2005, *Child Protection Reporting Obligations*

Victorian Government 2010, *Equal Opportunity Act*

Victorian Government 1988, *Privacy Act*

Victorian Government 2005 *Working with Children Act 2005*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 1: Strategies to embed an organisational culture of child safety*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 2: A Child Safety Policy or Statement of Commitment to Child Safety*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 3: Child Safety Code of Conduct*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 4: Staff Selection Checklist*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 5: What to do when an allegation of child abuse is made*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 6: Child Safety Risk Management Strategies*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 7: Empowerment and participation of children*

Catholic Education Commission of Victoria Ltd (CECV) 2016, [Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools.](#)

Catholic Education Commission of Victoria Ltd (CECV) 2013, [Victorian Catholic Education Multi Enterprise Agreement 2013](#), CECV.

Congregation for Catholic Education 1997, [The Catholic School on the Threshold of the Third Millennium](#), Vatican.

Safe Schools Hub 2014, [National Safe Schools Framework Glossary](#), Australian Government Department of Education and Training.

State of Victoria 2016, [Child Safe Standards](#) – *Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870*, Education & Training Reform Act 2006, Victorian Government Gazette No. S2.

Victorian Government Department of Justice 2016, [Betrayal of Trust Implementation](#).