



Safeguarding Children and Young People Code of Conduct

Introduction

This Code of Conduct has a specific focus on safeguarding children and young people at Catholic Regional College Melton 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 board council members at Catholic Regional College Melton 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.

Purpose

The purpose of this Policy is to ensure a strong and vigorous culture of Child safety at CRC Melton. This policy forms one part of a holistic approach to building a culture of child safety which permeates the College.

Acceptable Behaviours

All staff, volunteers, contractors, clergy 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 student safety at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another student 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 students (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of students with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a student
- reporting any allegations of student abuse to the school's leadership or student wellbeing officer.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any student safety concerns to the school's leadership or student wellbeing officer
- if an allegation of student abuse is made, ensuring as quickly as possible that the student(s) are safe
- adhering to the school's Communications policy
- 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
- Maintain high levels of privacy and security on all personal Social Media sites

It is acknowledged that at times staff may have occasion to be in contact with students and families due to community sport or filial relationships. Staff are asked to notify the Principal if this is the case.

A staff member's Duty of Care is not diminished when working outside of the College and conduct should remain of the highest professional standard at all times.

Unacceptable Behaviours

All staff, volunteers, contractors, clergy and board/school council members must not:

- ignore or disregard any suspected or disclosed student abuse
- develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific student)
- exhibit behaviours with students which may be construed as unnecessarily physical
- put students at risk of abuse
- initiate unnecessary physical contact with students or do things of a personal nature that a student can do for themselves
- engage in open discussions of a mature or adult nature in the presence of students that do not relate to their College role.
- use inappropriate language in the presence of students
- express personal views on cultures, race or sexuality in the presence of students
- discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a student or their family outside of school without the school's leadership or student wellbeing
- officer's knowledge and/or consent or the school governing authority's approval (for example, non-school tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have personal contact via social media, private email or telephone with any students or their family. Any communication should only be via the staff and student College email address or the approved College Learning Management System (Teams/ SIMON)
- exchange personal contact details such as social networking sites or personal email addresses
- photograph or video a student without the consent of the parent or guardians
- work with students whilst under the influence of alcohol or illegal drugs
- consume illegal drugs at school or at school events in the presence of students
- consume alcohol at school or at school events in the presence of students (unless authorised – e.g. Year 12 Graduation Dinner)

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

Signed: _____ Date: _____

History of updates to this Policy:

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| Approved by Leadership Team: | 11 August 2020 |
| Next Review: | 11 August 2022 |