Child Safety Code of Conduct

Scope

The Child Safe Adult Code of Conduct applies to:

- the Principal and the College Executive Leadership Team

- all staff members, including non-teaching staff and temporary or casual staff

- all Volunteers

- all Contractors

- External Education Providers

- teaching students on placement at the College

- parents/carers and other adult family members of students

- visitors.

Together referred to as "the College Community" for the purposes of this Code.

The Child Safe Adult Code of Conduct applies in all College environments. College environments include both physical and online environments, as well as any environment (including those outside the College's grounds) where College-related activities are occurring.

Code of Conduct

Each adult member of the College community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

DO:

- Uphold The College's Statement of Commitment to Child Safety and Wellbeing at all times.

- Comply with applicable guidelines published by the College, including our Staff and Student Professional Boundaries Policy and Child Safe Behavioural Guidelines for Specific Circumstances.

- Behave as a positive role model to students.

- Promote the protection, safety and wellbeing of students.

- Be vigilant and proactive with regard to student safety and child protection issues.

- Provide age-appropriate supervision for students.

- 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/or culturally diverse students and Aboriginal and Torres Strait Islander 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 to interact and socialise.

- Intervene when students are engaging in bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.

- Ensure as far as practicable that adults are not left alone with a child.

- Report any breaches of this Child Safety Code of Conduct.

- Report concerns about child safety to one of the College's Child Protection Contact Officers and ensure that your legal obligations to report child abuse or other harm externally are met.

- Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe.

- Call the Police on 000 if you have immediate concerns for a student's safety.

- 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.

- Engage in prejudicial or oppressive behaviour or use 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 to specific students).

- Engage in undisclosed private meetings with a student who is not your own child.

- Engage in inappropriate personal communications with a student through any medium, including online.

- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.

- 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.

- Ignore or disregard any suspected or disclosed child abuse or other harm.

Consequences for Breaching the Child Safety Code of Conduct

Staff, including the Executive Leadership Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that could include (depending on the severity of the breach):

- remedial education

- counselling

- increased supervision

- the restriction of duties

- appointment to an alternate role

- suspension or

- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the College community breaches any obligation, duty or responsibility within our Child Safety Code of Conduct, the College, as part of our strategy will take appropriate action.

For more information, refer to our College Program Breach Management Plan.

Report Any Concerns

It is the College's policy that any breach of the Child Safety Code of Conduct is a child safety incident. All staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally.

Our College Program includes information for the College Executive Leadership Team, staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities.

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College, including breaches of the Child Safety Code of Conduct. These include informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations.

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the College may be subject to abuse or harm from a member of staff, a Volunteer or a Contractor, should contact:

- the College's Senior Child Protection Contact Officer Byron Hunt, by phoning extension #266 or emailing byron.hunt@calvarycc.qld.edu.au, or

- the Principal (if the concern relates to the Principal, contact the Chair of the College Council).

You can also raise a concern through the College's Complaints Handling Policy.

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

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

Implementation

The College reviews the Child Safety Code of Conduct annually. The College Council has endorsed this Child Safe Adult Code of Conduct.

Our Child Safety Code of Conduct is published on our public website.

Our College Program also includes a staff and Student Professional Boundaries Policy that provides detailed guidance for all staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at the College, as part of our strategy.