

Child Safety Code of Conduct

Audience: School Community

Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

The Child Protection Code of Conduct applies to:

- all staff members, including Education Support Staff and temporary or casual staff
- volunteers
- parents and carers
- contractors and service providers (including external education providers)
- members of the School Board
- teaching students on placement at the School
- visitors
- any other adult involved in child connected work.

The 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 for staff and students please refer to the School's **Staff and Student Professional Boundaries Policy**.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

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 code is made available to all staff, volunteers, families and students via the School's public website, on MyStPauls and through induction and orientation processes.

Our Child Safety Code of Conduct

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults 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.

St Paul's Anglican Grammar School has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, Board Directors, volunteers, contractors, service providers, external education providers and parents/carers.

The School's Board has endorsed this Child Safety Code of Conduct.

DO:

- Uphold our commitment to child safety at all times and adhere to our Child Safety and Wellbeing Policy.
- Report any concerns about child safety immediately to one of the academic members of the School's Executive Team.
- Understand and comply with all reporting and disclosure obligations (including mandatory reporting) in line with our School's Child Safety Responding and Reporting Obligations Policy and the PROTECT Four Critical Actions.
- Where an allegation of child abuse 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.
- Promote the safety, welfare and wellbeing of students.
- Provide age-appropriate supervision for students.
- Behave as a positive role model to students.
- Treat all students with respect.
- Promote the cultural safety, participation and empowerment of Aboriginal students, students from linguistically or culturally diverse backgrounds, students with a disability, international students, students who are unable to live at home and students of all lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) 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.
- As far as practicable, ensure that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

DO NOT:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm.
- Develop a relationship with students that could be seen as favouritism or amount to 'grooming' behaviour (for example, the offering of gifts or special treatment for specific students).
- 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, disability, age, gender, sexuality or vulnerability.
- 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.
- Display behaviours or engage with students in ways that are not justified by the educational or professional context.
- Ignore an adult's overly familiar or inappropriate behaviour towards a student.
- Engage in undisclosed private meetings with a student that is not your own child.
- Have personal contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is related to a safety concern or required for student safety (eg. On city excursions/camps where students are allowed to complete tasks in groups but without teacher supervision for short periods of time). School email and MyStPauls are to be used for all school-work related matters.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present.

- 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 without parental permission.

Our Child Protection Program includes the **Child Safety Code of Conduct**, the **Child Safety and Wellbeing Policy** and the **Staff and Student Professional Boundaries Policy**, which provide detailed guidance for all staff and Volunteers on our commitment to Child Safety, how to enhance and develop a Child Safe environment and how to maintain professional boundaries between students and adults at St Paul's Anglican Grammar School.

Report any concerns

Directors of the School Board, staff, **volunteers**, contractors, external education providers, students, parents or other community members who have evidence, concerns or suspicions of child abuse or harm must immediately report these to any academic member of the School Executive/Child Safety Champion (Principal, Deputy Principal, Chaplain or the respective Head of School).

Community complaints about a breach of this Code of Conduct may be reported to the Deputy Principal on 56235800 or made via the School's Complaints Handling process, outlined on our School website, via complaints@stpaulsags.vic.edu.au.

Breaches to the Child Safety Code of Conduct

All St Paul's Anglican Grammar School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Code of Conduct may be subject to appropriate disciplinary procedures or exclusion from the school, according to their role and the nature of their work at St Paul's. Where a staff member or volunteer breaches the Code, St Paul's Anglican Grammar School may take disciplinary action, including but not limited to increased supervision, appointment to an alternative role, suspension or, in the case of serious breaches, summary dismissal.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the requirements of the Reportable Conduct Scheme (eg. the Commission for Children and Young People and/or the Victorian Institute of Teaching, as relevant), will involve an independent investigation and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the St Paul's Child Safety Code of Conduct must be reported to the relevant Head of School and the Principal/Deputy Principal.

If the breach or suspected breach relates to the principal, please contact the Chair of the School Board via the Complaints Handling Process at complaints@stpaulsags.vic.edu.au or in person/by phone through Reception on 56235833.

Date to be Reviewed:	Every two years or after a significant child safety incident
Date last reviewed:	6/05/2022
Consultation:	FOSP (May/June 2022), SRCs (June 2022)
Approved by:	School Board (21 June 2022)