

*Child Safety  
Code of Conduct*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



# Child Safety Code of Conduct

## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

<b>TITLE:</b>	Child Safety Code of Conduct
<b>AUTHORS:</b>	C. Wansbrough
<b>ACKNOWLEDGEMENTS:</b>	Crest Education Waverley Christian College State of Victoria, Department of Human Services: <i>Child Safe Standards Toolkit</i>
<b>PURPOSE:</b>	To provide policy and direction for all the College Community.
<b>RELATED DOCUMENTS:</b>	Child Safety Policy including Students at Risk and Mandatory Reporting Staff Code of Practice Visitors Policy Working With Children Check Policy

## KEY DATES

<b>ISSUE DATE:</b>	August 2016
<b>REVIEW DATE:</b>	2019



# 1. CHILD SAFETY CODE OF CONDUCT

St Andrews Christian College is committed to the safety and wellbeing of children and young people.

All staff, volunteers, contractors, and any other member of the school community involved in child-related work are responsible for supporting and promoting the safety of children.

An inherent requirement for St Andrews Christian College staff is that they profess their own personal faith in Jesus Christ and are willing to live in light of this faith commitment with integrity, honesty and accountability, recognising that the welfare of all children in the College is everybody's responsibility. We expect that this faith foundation will provide the basis for all staff seeking to honour the Child Safe standards, policies and practices throughout the College. We also expect that this same behaviour will be exemplified by contractors, volunteers, and all those who work with and around children at St Andrews Christian College.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage inappropriate behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

**All staff, contractors, volunteers and any other member of the school community** involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

The Principal and executive leadership at St Andrews Christian College will support the implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school.

## **All people involved in the care of children on behalf of St Andrews Christian College will:**

- Adhere to St Andrews Christian College Child Safety Policies and Code of Conduct at all times.
- Conduct themselves in a manner that is safe and respectful to everyone within the College community, both within the school environment and outside the school environment as part of normal social and community activities.
- Act as a positive role model to children and young people.
- Uphold the safety of children at all times whilst working in the school environment.
- Take all reasonable steps to protect children from abuse.
- Respect the ethos and Christian values of the College.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and / or are worried about their safety or the safety of another.
- Encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.
- Promote the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification).
- Promote the cultural safety, participation and empowerment of children with culturally and / or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination).
- Promote the safety, participation and empowerment of children with a disability (for example, during personal care activities).



- Ensure as far as practicable that adults are not left alone with a child (especially out of view).
- Dress and behave appropriately at all times.
- Comply with specific College guidelines on physical contact with children.
- Respect the privacy of children, their families and teachers / carers, and only disclose information to people who have a need to know.
- Establish and maintain a child-safe environment in the course of their work.
- Report any suspicions or concerns with respect to child safety and allegations of child abuse to St Andrews Christian College executive leadership, ensuring any allegation is reported to the police or Child Protection. Refer to *Child Safety Policy including Students at Risk and Mandatory Reporting* for guidelines. This includes guidelines on mandatory reporting, privacy and confidentiality.
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.

**No person shall:**

- Shame, humiliate, oppress, belittle or degrade children or young people.
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them.
- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children).
- Be alone with a child or young person unnecessarily and for more than a very short time (unless as a result of undertaking professional care towards that child e.g. nursing, counselling, psychology etc.).
- Exhibit behaviours with children which may be construed as unnecessarily physical.
- Put children at risk of abuse (for example, by locking doors).
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting.
- Use inappropriate language in the presence of children.
- Ignore behaviours by other adults or students towards students when they appear to be overly familiar or inappropriate.
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Take any inappropriate photographs or video of a child or young person or use existing photographs or video in an inappropriate manner (such as uploading to inappropriate sites, apps, chatrooms etc.).
- Have inappropriate contact with a child or their family outside of school without the school's leadership knowledge (for example, unauthorised after hours tutoring, babysitting, private instrumental / other lessons or sport coaching). Contact, such as normally occurs in the context of church attendance, small groups and youth activities, is appropriate.
- Have any inappropriate online contact with a child (including by social media, email, instant messaging etc.) or their family.
- Exchange personal contact details such as phone number, social networking sites or email addresses, except for the purpose of carrying out normal activities.



- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to any member of St Andrews Christian College's Executive Leadership Team.

**If you believe a child is at immediate risk of abuse phone 000.**

More specific procedural provisions will be necessary to deal with particular circumstances and difficult situations – for example, sports coaching may legitimately involve some forms of physical contact. This information will be updated and communicated with relevant staff / volunteers / contractors on an 'as needs' basis.

### **What happens if you breach this Child Safety Code of Conduct**

If you breach this Code of Conduct you will face disciplinary action, which may include termination of employment or cessation of engagement with St Andrews Christian College. At the discretion of the Principal, some matters may be deemed sufficiently serious to warrant referral to Victoria Police.



## *Declaration of Compliance to the Child Safe Standards*

I, \_\_\_\_\_

have read and understand the St Andrews Christian College Child Safety Code of Conduct in relation to St Andrews' commitment to providing a child safe environment for all students at all times.

I agree to completely abide by the expectations and requirements of the Code of Conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

### **What is your role at St Andrews Christian College?**

(Circle the appropriate position)

Staff

Extra-Curricular Staff (eg. Sport coach / Chess instructor / Instrumental music teacher)

Volunteer

Contractor (e.g. IT / cleaning / infrastructure)

Specialist (health / education)

Board Member

Staff are also required to sign off on reading and understanding the St Andrews Christian College *Child Safety Policy including Students at Risk and Mandatory Reporting* annually.

*When completed, please return to Mrs Tamie Dekker (PA to the Principal) either in hard copy, or as a scanned PDF document.*