Code of Conduct
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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

TITLE: Code of Conduct

AUTHORS: C. Wansbrough; Z. Watson

ACKNOWLEDGEMENTS:
State of Victoria:
Child Safe Standards Toolkit – Department of Human Services

PURPOSE: To provide policy and direction for all the College Community.

RELATED DOCUMENTS:
Child Safety Policy including Students at Risk and Mandatory Reporting
Strategies & Review for Child Safety
Staff Code of Practice
OH&S Policy and Procedures
Visitors Policy
Working With Children Check Policy

KEY DATES

ISSUE DATE: July 2016

REVIEW DATE: 2019
1. **RATIONALE**

St Andrews Christian College is committed to child safety, promoting and protecting the safety and best interests of children, actively working to empower them, and allowing them to feel and be safe at all times.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.

All staff, including extra-curricular staff, contractors, volunteers, board members and visitors of St Andrews Christian College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

*Child abuse of any kind is never acceptable. St Andrews Christian College has zero tolerance for child abuse.*

*If any person believes a child is in immediate risk of abuse, contact police by telephoning 000.*

2. **DEFINITIONS**

**Staff** means an individual working in a school environment who is:

- Directly engaged or employed by a school governing authority;
- A **volunteer or a contracted service provider** (whether or not a body corporate or any other person is an intermediary); or
- A minister of religion.

*Contractors and volunteers* are more than visitors, they are persons whose services are enlisted or employed by the College, directly or indirectly, paid or unpaid (e.g. trades, *extra-curricular staff*, therapists / medical or educational specialists, parent helpers, board members, church clergy and speakers). These ‘staff’ would make several visits to the school environment, or serve a prolonged period that may be without direct supervision from College staff and could have potential contact with children.

*Extra-curricular staff* includes, but is not exclusive to such people as instrumental music teachers, sport coaches / helpers, chess instructors, Outside School Hours Care staff, chaplains / counsellors.

3. **GUIDING PRINCIPLES**

Where there is a primary contact for the service, this person will be responsible for sharing the College’s child safety standards with their staff and any sub-contractors. Contractors, their staff and any sub-contractors must abide by the College’s child safe requirements / guidelines.

As appropriate, this Code of Conduct must be signed by each party.

All suspected abuse will be reported and fully investigated.

4. **IMPLEMENTATION**

All staff, including extra-curricular staff, contractors, volunteers, board members and visitors of St Andrews Christian College are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to St Andrews Christian College Child Safety Policies and Code of Conduct at all times.
• Conducting themselves in a manner that is safe and respectful to the College community, allowing children to feel and be safe at all times.

• Upholding the safety of children at all times whilst working in the school environment.

• Taking all reasonable steps to protect children from abuse.

• Respecting the ethos and Christian values of the College.

• Treating everyone 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 and / or are worried about their safety or the safety of another.

• Encouraging children to ‘have a say’ and participate in all relevant organisational activities where possible, especially on issues that are important to them.

• Promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal 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 left alone with a child (especially out of view).

• Dressing and behaving appropriately at all times.

• Reporting any suspicions or concerns of child safety and allegations of child abuse to St Andrews Christian College 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, ensuring as quickly as possible that the child(ren) are safe.

All Staff, Including Extra-Curricular Staff, Contractors, Volunteers, Board Members and Visitors

Must Not:

• 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. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area).

• 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.

• 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, including such areas as culture, race, ethnicity or disability.
• Have contact with a child or their family outside of our organisation without College leadership’s knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
• Have any online contact with a child or their family outside of educational purposes.
• Ignore or disregard any suspected or disclosed child abuse.

5. COMMITMENT

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to St Andrews Christian College leadership.

I am aware and understand of the standards outlined above in this Code of Conduct. I agree to adhere to this Code of Conduct and will not in any way violate the standards, ethos or expectations of the College.

I will not pose any risk to children and am not a convicted offender.

Name: ___________________________________________ Date: / / 

Signature: ___________________________________________

______________________________

OFFICE USE ONLY:

Who will be the supervisor of this person? ________________________________

Supervisor is responsible for checking WWCC and ensuring induction.