

*Child Safe Code of Conduct  
and  
Declaration*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



## *Child Safe Code of Conduct and Declaration, 2021*

### *Our Commitment*

Our commitment to expressing the love of Christ in word and action leads us to the view that all people should be able to live, work and learn in an environment that is free from abuse of any kind. We will not tolerate abusive behavior towards children. Any and all allegations or disclosures of abuse will be investigated, and reported, if it can reasonably be believed that a child has been, is or may be abused or at risk of abuse.

Our commitment is to cultivate an environment and culture where a diversity of people, regardless of age, gender, race and culture can thrive and grow holistically. That is, we are committed to St Andrews Christian College being a safe place for all people, with a special focus on the safety and wellbeing of children. We recognise the specific needs of children from diverse cultural or language backgrounds, including Aboriginal or Torres Strait Islanders, and children with disabilities.

### *Our Aims*

This Code of Conduct aims to detail the standards of conduct expected by staff (paid and voluntary) in the performance of their duties in working with children and to provide guidance in areas where there is a need to make personal and ethical decisions. Staff must be fully aware of the College's Child Protection Policy and the related Procedures for the management of risk and for reporting abuse. This Code applies in all school-authorised situations and activities, on and off campus, and in the use of digital platforms and social media.

The Code of Conduct recognises and is aligned with all statutory and compliance requirements enshrined in State and Federal law. The College is committed to operating in accordance with the law in all its operations.

### *The Code of Conduct*

I, \_\_\_\_\_, accept that I have a duty of care to all students in the College and more generally, to all children. This includes avoiding any form of action or speech that may harm, hinder, offend or abuse a child, and I will actively seek to practice the highest standards of conduct in all my interactions with children.

Therefore, I will:

- contact the police if a child is at immediate risk of abuse (telephone '000');
- adhere to the Child Protection Policy and Procedure and uphold the College's commitment to child safety at all times;
- take all reasonable steps to protect children from abuse, recognising my duty of care;
- conduct myself in a way that honours God, maintains the reputation and standing of St Andrews Christian College and provides a positive role model to children and young people;
- work towards the achievement of the aims and purposes of the College;
- be responsible for planning, risk-assessment and safe delivery of programs and activities in my area of responsibility;



- establish and maintain a child-safe environment in the classroom and in the area where activities may take place;
- be fair, considerate and honest with others;
- treat children and young people with respect. I will value their ideas, opinions and consider their age, background and abilities;
- promote the cultural safety, participation and empowerment of **Aboriginal and Torres Strait Island children** (for example, by never questioning an Aboriginal and Torres Strait Island child's self-identification);
- promote the 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**;
- listen and respond to the views and concerns of children, particularly if they tell me that they or another child has been abused or that they are worried about their safety or the safety of another child;
- ensure (as far as practicable) that I or others with whom I work are not alone with a child, or, at least, observable by another adult if they are alone;
- raise concerns about suspected abuse with the Child Protection Officer or a College leader as soon as I have a concern or a reasonable belief regarding abuse;
- comply with all reporting obligations as they relate to reporting under legislation;
- record and act upon all allegations or suspicions of abuse, discrimination or harassment;
- ensure that, if an allegation of child abuse is made, I take immediate steps to establish the ongoing safety of the child or children;
- be professional, consistent and responsible in all my actions, including being punctual and prepared;
- maintain strict impartiality;
- respect confidentiality when sharing information about children in accordance with the Child Protection Policy and Procedures and your reporting obligations;

**In full awareness of my responsibility to protect and care for children, I will not:**

- ignore or disregard any suspected or disclosed child abuse;
- put a child at risk of abuse through negligence or lack of awareness;
- speak to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are:
  - swearing or using inappropriate language in the presence of a child;
  - yelling at a child, except in an emergency situation where the child's safety may be in danger;
  - dealing with a child in anger; and
  - using hurtful sarcasm.



- discuss sexual activities with a child, unless it is a specific job requirement and I am authorised, trained or qualified to discuss these matters as part of a learning program;
- have any non-work-related online contact with a child for personal reasons (including by social media, personal email, instant messaging etc.) or their family (unless necessary and approved by the College and the child's parents/guardians);
- exchange personal contact details such as phone number, social networking sites or personal email addresses with a child (unless necessary and approved by the College and the child's parents/guardians as the agreed form of communication);
- have private contact with a child outside of the College without the consent of College leadership;
- use, possess, or be under the influence of alcohol while in the presence of or while supervising a child;
- use, possess, or be under the influence of illegal drugs while in the presence of or while supervising a child;
- provide or allow a child to consume alcohol;
- provide or allow a child to consume illegal drugs;
- initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- engage in rough physical games, hold, massage, kiss, cuddle or touch a child in an inappropriate and or/culturally insensitive way;
- engage in any sexual contact with a child for any purpose;
- take a child to your home or encourage meetings outside program activities;
- be naked in the presence of a child;
- possess sexually explicit printed materials (magazines, cards, videos, films, clothing, etc.) in the presence of children;
- sleep in the same bed, sleeping bag, room or tent with a single child;
- discriminate against any child, on the basis of age, gender, race, culture, sexuality, or disability;
- engage in any activity with a child that is likely to emotionally harm them (e.g. watch a movie that is inappropriate in terms of the child's age or content or subject matter);
- be alone with a child unnecessarily and for more than a very short time, unless you are observable by another adult or it is unavoidable; I will always inform a colleague if one-on-one contact is necessary;
- develop a 'special' relationship with any child;
- show favouritism through the provision of gifts or inappropriate attention;
- photograph or video a child without the consent of the child and his/her parents or guardians;
- do anything in contravention of the College's policies, procedures or this Code.



## *Child Safe Code of Conduct Declaration*

*(please sign and return to the Principal's PA)*

I, \_\_\_\_\_, have read the Code of Conduct and the Child Protection Policy and Procedures that express the intent of St Andrew's Christian College to protect and nurture children and other vulnerable people.

I am aware of my duty of care towards students in the College. I know how to report child abuse if I have come to a reasonable belief that such abuse did, is or could happen to a child. I will act as a Mandatory Reporter in good faith, even if this means I will report a colleague or acquaintance.

I agree to comply with these rules and expectations. I understand that if I breach the Code of Conduct or commit an act of serious misconduct or break the law, this may lead to my:

- suspension from duties during investigation of allegations against me;
- termination of employment without notice or payment in lieu (summary or instant dismissal);
- being reported to the police and charged with a criminal offence.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

*Authorised officer of the College*