



# St. Mary's Primary School Swan Hill

## Code of Conduct-Safeguarding Children & Young People

Reviewed: 2019

Review: 2022

### Purpose

This Code of Conduct has the specific focus of safeguarding children and young people at **St Mary's Primary School Swan Hill** against sexual, physical, psychological and emotional abuse or neglect in line with Ministerial Order 870. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and school advisory council members at **St Mary's Primary School Swan Hill** are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

### Acceptable behaviours

All staff, volunteers, contractors, clergy and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are sharing that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander 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 alone with a child unless this is consistent with their role and responsibilities
- reporting any allegations of child abuse to the school's leadership and/or school child safety officer
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns, including allegations of child abuse, to the school's leadership and/or school child safety officer in accordance with the school's reporting procedure, and comply with the Mandatory Reporting requirements, where this is relevant

## Unacceptable behaviours

All staff, volunteers, contractors, clergy and school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- 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)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes (outside of needs for specified conditions or handicap)
- use inappropriate language ( ie. vulgar, sexually explicit .. ) in the presence of children
- express discriminatory and inappropriate personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- behave or operate outside of the school's social media and emailing policy (CECV)
- photograph or video a school child without the consent of the parent or guardians
- work with school children whilst under the influence of alcohol or illegal drugs
- inappropriately consume alcohol or drugs at school or at school events in the presence of children.

### Implementation Process:

**Staff** – Each year staff will be taken through the Code of Conduct and be required to sign a copy and return it to the office to be placed on their file.

**Clergy and School Advisory Council members** - Each year clergy and School Advisory Council members will be taken through the Code of Conduct and be required to sign a copy and return it to the office to be placed on file.

**Volunteers** – When volunteers sign in to enter the school they will be required to agree to our Code of Conduct which is displayed for them to read

**Contractors** – When contractors come on site at school to complete works they will be required to agree to our Code of Conduct which is displayed for them to read

I, \_\_\_\_\_, confirm I have read the above Code of Conduct and agree to abide by it.

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