



## **Safeguarding Children and Young People**

### **Code of Conduct**

### **St Mary's St Kilda East**

St Mary's is a Catholic parish primary school educating children from Foundation to Year 6 in the parish of St Kilda East. We are a community inspired by the person and teachings of Jesus Christ and we hold a special affiliation to Mary, Jesus' mother, who was his first teacher in love and compassion and his first disciple.

Children are cared for, loved and have a strong sense of belonging and are enriched in their faith by the relationships nurtured with the parish of St Mary's, the Presentation Sisters and the neighbouring Catholic schools.

We continue the mission of living, loving and serving in the way of Christ, caring for God's creation, and keeping our hearts open, in outreach and service.

#### **Purpose**

This Code of Conduct has a specific focus on safeguarding children and young people at St Mary's St Kilda East against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers (including work experience students), contractors, clergy, parish staff and Parish Education Board members at St Mary's St Kilda East 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<sup>1</sup> and expectations for appropriate behaviour towards and in the company of children, as noted below.

#### **Acceptable behaviours**

All staff, volunteers (including work experience students), contractors, clergy, parish staff and Parish Education Board members are responsible for supporting the safety of children by:

1. adhering to the school's Child Safety Policy and upholding the school's statement of commitment to child safety at all times
2. taking all reasonable steps to protect children from abuse
3. treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
4. listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety or the safety of another child
5. 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)
6. promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)
7. promoting the safety, participation and empowerment of children with a disability (for example, having a clear process for assisting children during personal care activities)
8. ensuring as far as practicable that adults are not alone with a child
9. reporting any allegation of child abuse to the Principal (or their delegate)
10. understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.) (See Child Safety Policy)
11. reporting any child safety concerns to the Principal (or their delegate), and
12. if an allegation of child abuse is made, ensuring as quickly as possible, that the child(ren) is safe.

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<sup>1</sup> <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

## Unacceptable behaviours<sup>2</sup>

All staff, volunteers (including work experience students), contractors, work experience clergy, parish staff and Parish Education Board members must not:

1. ignore or disregard any suspected or disclosed child abuse
2. develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
3. exhibit behaviours with children that are unnecessarily physical or could be construed as such (for example, inappropriately encouraging children to sit on your lap and inappropriately tickling a child)
4. make children feel unsafe (for example, by isolating a child in a room or corridor where the doors are locked) and putting children at risk of abuse
5. initiate unnecessary physical contact with children or do things of a personal nature that a child could do for himself or herself, such as assisting with toileting or changing clothes
6. engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
7. use age inappropriate language in the presence of children
8. express personal views likely to offend another person on the grounds of their cultural identity ethnicity or sexuality, in the presence of children
9. discriminate against any child, because of their age, gender, ethnicity, cultural identity, vulnerability, sexuality, ethnicity or disability
10. have contact with a child or their family outside of school without the school leadership's knowledge and/or consent (for example, after-hours tutoring, private instrumental or other lessons or sport coaching) unless necessary to assist students with school work or where the contact is arranged and supervised by parents or guardian. Accidental contact, such as seeing people in the street is not captured by this code of conduct.
11. have any online contact with a child
12. use any personal communication channels/device such as a personal email account or instant messaging to make contact with a child (unless with the knowledge and consent of the child's parent or guardian)
13. exchange personal contact details such as phone number, social networking sites or email addresses with a child
14. photograph or video a child without the consent of the child's parent or guardian
15. work with children, or attend school events, while under the influence of alcohol or illegal drugs
16. consume illegal drugs at a school event in the presence of children
17. consume alcohol at a school event in the presence of children unless with the approval of the Principal.

I, \_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct.

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

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

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<sup>2</sup> Parent to parent contact, including contact in the context of the role of classroom parent rep, is not the captured by this code of conduct.