



CHILD SAFETY CODE OF CONDUCT

St John the Baptist Catholic Primary School, Koo Wee Rup

INTRODUCTION

This Child Safety Code of Conduct applies to St John the Baptist Catholic Primary School, Koo Wee Rup.

Central to the mission of St John the Baptist Catholic Primary School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All school staff, volunteers, contractors, clergy, School Advisory Committee members and any other adult involved in child-connected work at insert school name must follow the Child Safety Code of Conduct. They are also 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.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, school camps and excursions).

ACCEPTABLE BEHAVIOURS

At St John the Baptist Catholic Primary School, all school staff, volunteers, contractors, clergy, School Advisory Committee members and any other member of our school community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- upholding our St John the Baptist Catholic Primary School, commitment to child safety at all times and adhering to Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities

- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender, intersex, queer/questioning and/or asexual (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another responsible adult
- reporting any allegations of child abuse or other child safety concerns to the Deputy Principal or the Child Safety Officers
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in accordance with the Four Critical Actions for Schools and the following the:
 - Protection of Children Policy
 - Mandatory Reporting Policy
 - Guide to Reporting Conduct under the Reportable Conduct Scheme
 - Child and Family Violence Information Sharing Schemes

if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

UNACCEPTABLE BEHAVIOURS

At St John the Baptist Catholic Primary School, all school staff, volunteers, contractors, clergy, School Advisory Committee members and member of our school community involved in child-connected work must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or

- extra-curricular activities or where there is a safety concern or other urgent matter and when principal and parental permission has been sought
- photograph or video a child or student in a school environment except where written consent has been obtained or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and principal and parental permission has been sought.

BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

All St John the Baptist Catholic Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code of conduct or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Reportable Conduct Policy and Guide to Reporting Conduct under the Reportable Conduct Scheme and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the St John the Baptist Catholic Primary School Child Safety Code of Conduct must be reported to the principal and Child Safety Officers.

Where the concern is about the Principal, the staff member must notify the Chief Governance Office, on (03) 5622 6600 (DOSCEL office) or email PROTECT@doscel.catholic.edu.au.

AUTHORITY, MONITORING AND REPORTING

DOSCEL, a Company incorporated under the *Corporations Act 2001* (Cth.), is the Governing Authority of primary and secondary schools in the Diocese of Sale, excluding Catholic College Sale and Lavalla Catholic College, Traralgon.

The DOSCEL Executive Director is responsible for the management and general administration of DOSCEL schools. Based on the principle of subsidiarity and in keeping with the DOSCEL Delegation Register for Schools, a broad range of duties, functions, powers and authority are delegated to the Principal. This includes the effective implementation of this Child Safety Code of conduct and the compliance obligations outlined in this code of conduct.

However, the DOSCEL Executive Director, remains responsible for monitoring the development and implementation of this code of conduct and for providing reports as required to the Directors of the DOSCEL Board.

The Principal is responsible for:

- ensuring compliance with the obligations outlined in this code of conduct;

- assigning authority, responsibility and accountability at appropriate levels within the school for code of conduct implementation and compliance;
- providing delegated staff with the direction, support and resources necessary to fulfil code of conduct requirements;
- ensuring cyclic reviews of the code of conduct;
- reporting and escalating concerns, issues and code of conduct breaches to the DOSCEL Executive Director, and working collaboratively with the Chief Executive Officer, DOSCEL, to resolve them.

Whilst the Principal will play an important role in effective implementation of this code of conduct and compliance with the Standards, it is noted that responsibility for compliance with the Standards ultimately remains with DOSCEL.