

ST FRANCIS XAVIER PRIMARY SCHOOL CORIO



Child Safety Code of Conduct

At St. Francis Xavier's all children have a right to feel safe and to be safe. As a school community we have a legal and moral responsibility to protect the children in our care.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at St. Francis Xavier Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies and procedures and other professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and School Board members at St. Francis Xavier Primary School 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 Board 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 with respect – modelling positive and respectful behaviour and acting in a manner that sustains a safe educational and pastoral environment
- 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
- 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 alone with a child
- ensuring that glass windows in interview rooms are not covered with posters so as to allow for visual access from the outside of the interview rooms
- reporting any allegations of child abuse to the school's leadership (or Child Safety Officer if the school has appointed someone to this role.)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- reporting any child safety concerns to the school's leadership (or Child Safety Officer if the school has appointed someone to this role.)
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe

Unacceptable Behaviours

Staff and volunteers 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 with children or 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 because of age, gender, culture, race, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of our organisation without the schools leadership's knowledge and consent (example: after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including social media, email, instant messaging etc.) or their family (unless necessary, e.g. providing families with e-newsletters or assisting students with their school work).
- use any personal communication channels/device such as a personal email account.
- exchange personal contact details such as phone number, social networking sites or email addresses.
- photograph or video a child for any reason outside of that outlined in the school Photograph Permission Form.
- work with children while under the influence of alcohol or illegal drugs.
- consume alcohol or drugs at school or at school events in the presence of children.

(CEM - Adapted from Source: VRQA)

Note: I am familiar with and understanding of the content of this policy and have signed off accordingly on my staff 'Green Sheet'.