



Safeguarding Children and Young People
Code of Conduct
Sacred Heart Primary School, Croydon

“Central to the mission of Sacred Heart 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

This Code of Conduct has a specific focus on safeguarding children and young people at **Sacred Heart Primary School** against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at **Sacred Heart 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 board/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 as stated in the “Protect - Identifying and Responding to All Forms of Abuse in Victorian Schools”
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you 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
- reporting any allegations of child abuse to the school’s leadership in conjunction with the Mandatory Reporting policy
- 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 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, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offense by a registered teacher, or certain allegations or concerns about a registered teacher.

Unacceptable behaviours

All staff, volunteers, contractors, clergy and board/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, except for circumstances as outlined in PLP's and/or behaviour management plans)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse
- 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/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, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership knowledge and/or consent (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate. Refer to the Child Safe Policy for procedures regarding consent.
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary eg by providing families with e-newsletters or assisting students with their school work) . Refer to the Social Media Policy for guidelines.
- use any personal communication channels/device such as a personal email account with students
- exchange personal contact details such as phone number, social networking sites or email addresses with students
- photograph or video a child without the consent of the parent or guardian's
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

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

Signed: _____

Date: _____

The Code of Conduct will be reviewed on a yearly basis.