



Child Safe Code of Conduct

A Child Safe Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable behaviours. When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with students. When everyone is educated about the Child Safe Code of Conduct and the reasons it is so important to uphold, the College environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safe Code of Conduct helps to protect students from harm.

The Child Safe Code of Conduct applies to:

- all staff members, including Education Support staff and temporary or casual staff
- Volunteers
- Board members
- Contractors
- External Education Providers
- The Association of Canonical Administrators
- Teaching students on placement at the College
- Visitors

The Child Safe Code of Conduct set out below is designed to stand alone. It can also be incorporated in whole or part into broader codes of conduct that are developed within the College, including other professional or occupational codes of conduct that regulate particular staff at the College.

The Code is made available to all staff, volunteers, families and students via our public website and through the College HR officer. The Code is also required to be acknowledged annually by all staff, volunteers, Board members and Canonical Administrators.

Our Child Safe Code of Conduct

This Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. Where a staff member breaches the Code, Saint Ignatius College Geelong may take disciplinary action, including in the case of serious breaches, summary dismissal. The College revises the Code annually.

Saint Ignatius College Geelong has the following expectations of behaviours and boundaries for all adults interacting with students within our College community. This includes all teaching staff, Education Support Staff, Board members, the Association of Canonical Administrators, Volunteers, Third Party Contractors, External Education Providers and parents/carers.

The College's Association of Canonical Administrators has endorsed this Child Safe Code of Conduct.

Required behaviours:

- Behave as a positive role model to students at all times.
- Promote and uphold the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Dress appropriately at all times.
- Provide age appropriate supervision for students.
- Take all reasonable steps to protect students from abuse.
- Comply with guidelines published by the College with respect to child protection.
- Treat all students with respect.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Promote the cultural safety, participation and empowerment of students from gender diverse backgrounds and students who may exhibit behaviours consistent with gender diversity.
- Use positive and affirming language towards students.
- Listen and respond to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety or the safety of another child.
- Encourage students to 'have their say' and to participate in all relevant organisational activities where possible, especially on issues that are important to them.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safe Code of Conduct.
- Report concerns about child safety to one of the College's Child Safety Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Understand if Police become involved in a child abuse allegation and declare it a criminal case, then all other parties must follow their lead and not do otherwise.
- Follow up any reported allegations of child abuse or suspected child abuse with the school's Child Safety Officer/s or the Principal.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Unacceptable Behaviours:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Work with any student whilst under the influence of alcohol or illegal drugs.
- Exhibit behaviours with students which may be construed as unnecessarily physical (for example, inappropriate sitting on laps, tickling or wrestling)
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students (for example, personal social activities, telling a joke containing sexual innuendo)
- Put any student at risk of abuse (for example, locking doors to segregate)

- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional, physical or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Use religion, a position of authority or any other method to intimidate or coerce a student.
- Engage in undisclosed private meetings with a student that is not your own child.
- Have individual (one-on-one) contact with a student outside of school without a valid context. If staff offer tutoring, private music tuition or individual sports coaching to Saint Ignatius College students after hours, it must be approved by the College Leadership before any such offer is made and written agreement received by parent/guardian.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student. This includes seeking or accepting any online contact with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.
- Conduct any of the above-mentioned forms of inappropriate behaviour or communication through any 3rd party, including any social media or computer enabled platform.
- Shame, humiliate, oppress, belittle or degrade students.
- Ignore or disregard any suspected or disclosed child abuse.

Report any concerns

What happens if you breach this Child Safe Code of Conduct?

Please report any concerns to the Senior Child Safety Officer (Deputy Principal of Students) or the Principal.

If you breach this Code of Conduct, you will face disciplinary action, which may include termination of employment or ceasing any form of engagement with SICG whatsoever. At the discretion of the Principal, and where she/he is legally obliged to do so, reportable conduct will be referred to the Commission for Children and Young People and some matters may be deemed sufficiently serious to warrant referral to the Police.

Communications will be treated confidentially on a 'need to know basis'.

Having read and understood this Child Safe Code of Conduct, as it relates to Saint Ignatius College Geelong's commitment to provide a child safe environment for all children at all times.

I agree to completely abide by the expectations and requirements of this Code of Conduct at all times and will endeavour to ensure that all other adults involved with the College do the same.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.