



St Francis Xavier Primary School

Safeguarding Children and Young People

Code of Conduct

Reviewed: August 2018

Ratified: August 2018

Next Review: 2022

RATIONALE:

Central to the mission of **St. Francis Xavier 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.

As partners with parents in Catholic education and open to God's presence, St Francis Xavier Primary School pursues fullness of life for all its students and the school community. The school ensures the care, wellbeing and protection of its students in keeping with the Catholic tradition, which celebrates the sanctity and unique dignity of each person.

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 other professional and/or occupational codes.

All staff, volunteers, external providers and contractors, clergy and school advisory council 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, external providers' contractors, visitors, clergy and 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
- 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 (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
- 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 offence by a registered teacher, or certain allegations or concerns about a registered teacher.

UNACCEPTABLE BEHAVIOURS:

All staff, volunteers, external providers and contractors, clergy and 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)
- 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 which 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, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised 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 by social media, email, instant messaging etc.) or their family (unless necessary e.g. by 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 without the consent of the parent or guardians
- 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.

REFERENCES:

- St Francis Xavier Primary School Vision and Mission Statement 2014
- St Francis Xavier Primary School Expectations of Parents and Guardians 2015
- St Francis Xavier Primary School Concerns and Complaints Policy 2015
- St Francis Xavier Primary School Complaints Procedure 2015
- St Francis Xavier Primary School Wellbeing Policy 2013
- St Francis Xavier Primary School Pastoral Care Policy 2018
- St Francis Xavier Primary School Duty of Care Policy 2013

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Code of Conduct**

This form must be completed and signed by all staff, volunteers, contractors, clergy and School Board and sub-committee members who are responsible for supporting the safety of children at St. Francis Xavier Primary School:

I, _____,

confirm I have read and understood the above **Safeguarding Children and Young People Code of Conduct and Child Safety and Protection Policy**.

Signed:

Date:

Position:

**Please retain a copy for your file and return a copy to
St. Francis Xavier Primary School.**