CHILD SAFETY CODE OF CONDUCT

Central to the mission of Salesian College is an explicit commitment to providing a safe and supportive environment where the emotional, social, intellectual, spiritual and physical wellbeing of our students is a priority.

All students enrolled at the college have the right to feel safe and be safe. The wellbeing of children in our care will always be our priority, and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety.

CODE STATEMENT

This Code of Conduct has a specific focus on promoting child safety and wellbeing in the school environment and safeguarding children and young people at Salesian College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and occupational codes.

All college Directors, the Principal and all other staff, volunteers, contractors and clergy at the college are expected to actively contribute to a school culture by respecting the dignity of its members, affirming 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. All Directors, the Principal and all other staff, volunteers, contractors and clergy must sign (annually) and abide by this Code of Conduct.

A Child Safety 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 relationships.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the 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 Safety Code of Conduct helps to protect children from harm.

The Child Safety 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.

This Code is to help ensure our Vision, Mission and Values are lived out in our community in a life-giving manner for all, specifically relating to our students. The Code also ensures the college meets the specific requirements of the Victorian Child Safe Standards (CSS) as set out in Ministerial Order No.1359, in particular the following Standards:

- CSS 2: Child safety and wellbeing is embedded in leadership, governance and culture
- CSS 6: Suitable staff and volunteers
- CSS 8: Child safety knowledge, skills and awareness
- CSS 9: Child safety in physical and online environments

VERSION CONTROL

Prepared by	Assistant Principal Students and Engagement
Version	3.0
Approved by	Salesian College Board
Approval date	29 November 2023
Next review	2025

ISSUE HISTORY

Date Modified	Modified by	Version	Details
26/07/22	HR, Risk & Compliance Manager	1	Take name out of version control table and replace with role title
5/10/2022	Executive Assistant to Principal	1	Formatting updated for consistency Removal of staff that have ceased employment
8/02/2023	Risk & Compliance Manager	1.1	Updated Child safety Officer details
9/08/2023	Risk & Compliance Manager	1.1	Annual review – additional content for teachers, coaches and wellbeing staff, along with section on breaches
23/07/2024	Risk & Compliance Manager	2.0	Amendments to Child Safety Officer role holders at the college.
1 October 2025	Risk & Compliance Manager	3.0	Cylical review

CHILD SAFETY CODE OF CONDUCT

This Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce the likelihood for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. The College seeks input from staff annually when revising the Code.

Salesian College has the following expectations of behaviours and boundaries for all adults interacting with students within our College community. This includes all staff, clergy, Directors, volunteers, contractors and parents/carers.

Note: Child-to-child safety conduct is outlined in the Student Pastoral Care and Management Policy.

ACCEPTABLE BEHAVIOURS:

- Adhere to the school's Child Safety and Wellbeing Policy and upholding the school's statement of commitment to child safety, at all times.
- Behave as a positive role model to students.
- Treat all students with respect.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Where appropriate, recommend pastoral or wellbeing support to students who need support.
- Provide age appropriate supervision for students.
- Ensure as far as practicable that adults are not alone with a student (with the exception of Wellbeing staff).
- Promote the safety, participation and empowerment of students with a disability.

- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Respect cultural, political and religious differences so that all are made to feel welcome.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Listen to and respond 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.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report student wellbeing risk (including suicide and self-harm) to Wellbeing Team for risk assessment.
- Comply with guidelines published by the College with respect to child protection, including mandatory reporting.
- Understand and comply with all obligations as they relate to the reportable conduct scheme including reporting allegations of reportable conduct in accordance with the school's Reportable Conduct Policy.
- Report any breaches of this Child Safety Code of Conduct to a member of the Leadership Team or a Child Safety Officer.
- Report concerns about child safety to a member of the Leadership Team or one of the College's Child Protection Officers and ensure that your legal obligations to report allegations externally are met.
- Ensure as quickly as possible that the child is safe if an allegation of child abuse is made
- Report to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher
- Comply with any and all applicable professional or occupational codes of conduct.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know (see Privacy Policy).

UNACCEPTABLE BEHAVIOURS:

- Ignore or disregard any suspected or disclosed child abuse
- Use prejudice, oppressive behaviour or inappropriate language in the presences of students.
- Express personal views on cultures, race or sexuality in the presence of students that may cause hurt or distress or discriminate against any student based on culture, race, ethnicity, gender or disability.
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- Engage in open discussions of an adult personal/private nature in the presence of students.
- 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.

- Put a student at risk of abuse (for example, by locking doors)
- Engage in any form of behaviour that has the potential to cause a student significant emotional 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).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in inappropriate personal communications with a student or their family through any medium, including any online contact. Do not contact or communicate through Social Media with a student whilst they are enrolled at the College and for two years after enrolment has ceased.
- Work with students while under the influence of alcohol or illegal drugs.
- Consume alcohol or drugs in the presence of students.
- Have contact with a child or their family outside school without the school Leadership Team's 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.
- Exchange or use personal contact details such as phone numbers, social networking sites or email addresses
  Note: Collecting student phone numbers is permitted by Wellbeing Team members or Year Level Coordinators if necessary for safety planning, for example t*o complete a welfare check on a student who is at risk of harm (from self, domestic violence, homelessness), who has not turned up at school, and parents cannot be contacted due to safety risk.*
- 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.

College teaching staff also have obligations to adhere to the VIT Code of Conduct.

TEACHERS

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the VIT. These principles include:

- knowing their students well, respecting their individual differences and catering for their individual abilities
- working to create an environment which promotes mutual respect
- modelling and engaging in respectful and impartial language
- protecting students from intimidation, embarrassment, humiliation and harm
- respecting a student's privacy in sensitive matters
- interacting with students without displaying bias or preference
- not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students.

PSYCHOLOGISTS AND SCHOOL COUNSELLORS

In their dealings with students, psychologists and school counsellors should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound by their relevant professional body (i.e. ACA, AHPRA, AASW).

- AHPRA - Australian Health Practitioner Regulation Agency

- ACA - Australian Counselling Association
- AASW – Australian Association of Social Workers

SPORTS AND RECREATION

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language
- coaching students to be 'good sports'
- explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

INSTRUMENTAL TEACHING STAFF

Instrumental Teaching staff members involved in tutoring, performances or other music events with students should adopt practices that assist children to feel safe and protected, including:

- explaining the reason for the contact and asking for the student's permission if physical contact with a student by a music teacher or other adult is necessary during tutoring or other music activity.
- avoiding (where possible) situations where an adult may be alone with a student such as in a green or dressing room, or when the student needs to be transported in a vehicle.

REPORTING

Our Child Protection Program provides detailed guidance for members of the College Board, staff, volunteers and contractors as to how to identify key risk indicators of child abuse and how to report child abuse concerns to a member of the Leadership Team or one of our College's nominated Child Protection Officers. It also contains detailed procedures with respect to reporting child abuse incidents to the relevant authorities (e.g. Victorian Police, DFFH, Catholic Diocesan Office, VIT).

Incidents with will be treated confidentially and communicated to appropriate staff where needed to manage risk, and safety and wellbeing of the student (i.e. Leadership, Wellbeing and/or Pastoral Staff members).

Suspected or alleged child abuse, family violence, grooming, sexual offences, serious neglect and emotional and psychological harm must be reported through Mandatory Reporting and the Reportable Conduct Scheme. At times the College is required to share information as part of our obligations as outlined in the Child Information Sharing and the Family Violence Sharing Information Schemes.

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

COLLEGE'S CHILD SAFETY OFFICERS

A number of staff members are nominated as the College's Child Safety Officers. Our Child Safety Officers receive additional specialised training with respect to child protection issues. They are the first point of contact for raising child safety concerns within the College. They are also responsible for championing child safety within the College and assisting in coordinating responses to child protection incidents.

In addition, Year Level Leaders will support the child safety reporting process at the college.

Name	Position	Contact No.	Email Address
Richard Bourbon	Assistant Principal	9807 2644	rbourbon@salesian.vic.edu.au
Byron Chen	Pastoral Care Leader	9807 2644	bchen@salesian.vic.edu.au
Filia Papadimitriou	Wellbeing Team Leader	9807 2644	fpapadimitriou@salesian.vic.edu.au

BREACHES OF THIS CODE

Where a member of staff is suspected of breaching this Code of Conduct, the college may start the process under Clause 13 of the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA 2022) for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact another member of the Leadership Team or a college Director.

Where any other member of the school community, including volunteers and contractors, is suspected of breaching this code, the school is to take appropriate action, including (if applicable) in accordance with the PROTECT: Identifying and Responding to Abuse Policy.

In relevant cases, a breach will be referred to Victoria Police and/or a regulatory body, such as the VIT.

RELATED POLICIES

- Child Safety and Wellbeing Policy
- Child Safety and Wellbeing Record Keeping Policy
- Privacy Policy
- Student Pastoral Care and Management Policy
- Protect – Identifying and Responding to Abuse – Reporting Obligations Policy
- Parent Code of Conduct
- Reportable Conduct Policy