



POLICY AND GUIDELINES

CODE OF CONDUCT

Introduction

Huntingtower is committed to the development, 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

The Code of Conduct (Code) has a specific focus on safeguarding children and young people at Huntingtower against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, and board members are expected to actively contribute to a School culture that respects the dignity of its members in values, 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 and young people.

Acceptable Behaviours

All staff, volunteers, contractors and board members are responsible for supporting the safety of children and young people by:

- Adhering to the school's Child Protection and Safety policy and upholding the School's Statement of Commitment to child safety at all times
- Taking all reasonable steps to protect children and young people from abuse
- Treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- Listening and responding to the views and concerns of children/young person, particularly if they are telling you that they or another child/young person have been abused or that they are worried about their safety/the safety of another child/young person
- Promoting the cultural safety, participation and empowerment of Aboriginal children/young person (e.g., by never questioning an Aboriginal child's self-identification)
- Promoting the cultural safety, participation and empowerment of children/young person with culturally and/or linguistically diverse backgrounds (e.g., by having a zero tolerance policy towards discrimination)
- Promoting the safety, participation and empowerment of children/young person with a disability (e.g., during personal care activities)
- Ensuring as far as practicable that adults are not alone with a child/young person

- Reporting any allegations of child abuse to the school's leadership or Child Safety Officer
- 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 an allegation of child abuse is made, ensuring as quick as possible that the child/young person are safe.

Unacceptable Behaviours

Staff and volunteers must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children/young person that could be seen as favouritism (e.g. the offering of gifts or special treatment for specific children/young person)
- Exhibit behaviours with children/young person which may be construed as unnecessarily physical (e.g. inappropriate sitting on laps)
- Put children/young person at risk of abuse (e.g. by locking doors)
- Initiate unnecessary physical contact with children/young person or do things of a personal nature that a child/young person can do for themselves (e.g. such as toileting or changing clothes)
- Engage in open discussions of a mature or adult nature in the presence of children/young person (e.g. personal social activities)
- Use inappropriate language in the presence of a child/young person
- Express personal views on cultures, race or sexuality in the presence of a child/young person
- Discriminate against any child/young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Employees will not have online contact with a child/young person unless necessary to assist them in school matters of an academic or of administrative nature. Any variation to this arrangement must be authorised by the Principal
- No Staff member employed by Huntingtower will engage in unauthorised after-hours tutoring, private instrumental/other lessons or private sports coaching. Any variation to this arrangement must be authorised by the Principal
- 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/young person without the consent of the parent or guardians
- Work with children/young person while under the influence of alcohol or illegal drugs
- Consume alcohol or drugs at School or at School events in the presence of children/young person.

Definitions

For the purposes of this policy, the following definitions apply:

Child and Young Person: A child is legally defined as a person aged 16 years and under. A young person is any person who comes under or may come under the care, supervision or authority of the school.

Confidential: Being entrusted with private and restricted information that must be treated as such, both in written and verbal form.

Expected Outcomes

- A thorough and systematic education in personal safety, including safety in relationships, will be provided for all children and young people
- Approved professional learning in providing education in personal safety will be provided to all employees
- All allegations of child abuse will receive a prompt response and be clearly documented.

Source

Adapted from the Victorian Registration & Qualifications Authority

Communication

This policy will be available to staff on the School Intranet and to parents and students via the parent portal. In addition, relevant aspects will be raised with students at meetings, highlighted in Bulletins and newsletters and discussed at Staff meetings.

Related Policies

- Pastoral Care Policy
- Child Protection and Safety Policy
- Child Protection – Failure to Protect Policy
- Child Protection – Failure to Disclose Policy

Evaluation

This policy will be reviewed as part of the school's review cycle or as required.

Authorisation

This policy was authorised by the Principal May 2016
Reviewed September 2016
Date of next review: September 2017