



ST MARY'S CATHOLIC PRIMARY SCHOOL ASCOT VALE

74 Roseberry Street Ascot Vale Vic 3032
Phone: 03 9370 1194 Fax: 03 9370 106
Email: principal@smascotvale.catholic.edu.au
Website: www.smascotvale.catholic.edu.au

CODE OF CONDUCT POLICY June 2016

St Mary's School has a strong commitment to child safety as is reflected in our Vision Statement: "*Each child has the right to feel happy, safe and valued*". We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

A code of conduct:

1. has the objective of promoting child safety in the school environment.
2. sets standards about the ways in which school staff are expected to behave with children.
3. takes into account the interests of school staff (including other professional or occupational codes of conduct that regulate particular school staff such as registered teachers) and the needs of all children, and
4. is consistent with the school's child safety strategies, policies and procedures as revised from time to time.

This POLICY should be read in conjunction with a school's child safety strategies, policies and procedures. This advice does not replace any legislative or regulatory obligations or other professional or occupational codes of conduct that regulate particular staff at the school. For example, the Victorian Institute of Teaching (VIT) *Victorian Teaching Profession Codes of Conduct and Ethics* provides clarity regarding professional behaviour expected of teachers at all times. The code specifies behaviour unacceptable for a professional relationship between a teacher and a student. The VIT code provides a useful guide to appropriate behaviour for all school staff.

Principles for adult's behaviour in undertaking child-connected work

Principles that guide an adult's behaviour when undertaking child-connected work:

- the adult/child relationship should be professional at all times.
- an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child.
- an adult should not be alone with a child unless it is in accordance with their roles and responsibilities

ACCEPTABLE AND UNACCEPTABLE BEHAVIOURS

Acceptable behaviours

All staff, volunteers and parents 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 except in accordance with their roles and responsibilities.
- reporting any allegations of child abuse to the school's leadership (or Student Wellbeing Coordinator).
- 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.
- if an allegation of child abuse is made, the school will follow appropriate school policies and protocols.

Unacceptable behaviours

Staff and volunteers 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.
- 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.
- use inappropriate language in the presence of children.
- express personal discriminatory 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 that is inconsistent with school policies and procedures (for example, Child Safety Policy or Social Media Policy).
- have personal online contact with a child (including by social media, personal email, instant messaging etc.) unless school related.
- 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.
- upload photos onto social media without the consent of parents or guardians
- work with children whilst under the influence of alcohol or illegal drugs.
- consume excessive alcohol at school or at school events.

REVIEW

This policy is to be reviewed at least every three years.

Initially ratified: July 2016

Next review to be completed by 2019

Further information

Victorian Registration and Qualifications Authority

Child safe standards website (all schools): www.vrqa.vic.gov.au/childsafe

Government Schools

Website: www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards

Email: child.safe.schools@edumail.vic.gov.au

Catholic Schools

CECV Industrial Relations (03) 9267 0228

Catholic Education Melbourne, Student Wellbeing Information Line (03) 9267 0228

Catholic Education Office Ballarat, Child Safety (03) 5337 7135

Catholic Education Office Sale, Child Protection Officer (03) 5622 6600

Catholic Education Office Sandhurst, Child Safe Officer (03) 5443 2377

Website: www.cecv.catholic.edu.au

Seventh-day Adventist Schools

Adventist Schools Victoria Office (03) 9264 7730

Website: www.asv.adventist.edu.au

Lutheran Schools

Contact the regional office via phone (03) 9236 1250 or email operations@levnt.edu.au.

Independent Schools who are members of Independent Schools Victoria

Telephone: (03) 9825 7200

Email: enquiries@is.vic.edu.au

Website: www.is.vic.edu.au

The Victorian Institute of Teaching

For *Victorian Teaching Profession Codes of Conduct and Ethics* and information about employer responsibilities to report action taken against registered teachers in response to allegations and concerns about registered teachers.

Website: www.vit.edu.au



ST MARY'S CATHOLIC PRIMARY SCHOOL ASCOT VALE

74 Roseberry Street Ascot Vale Vic 3032
Phone: 03 9370 1194 Fax: 03 9370 106
Email: principal@smascotvale.catholic.edu.au
Website: www.smascotvale.catholic.edu.au

CODE OF CONDUCT POLICY June 2016

I, _____ (print full name), confirm that I have been provided with a copy of the St Mary's Code of Conduct Policy.

Signed: _____ Date: _____