



ST JAMES
THE APOSTLE
CATHOLIC PRIMARY SCHOOL

*Learning with strength
and in gentleness*

330 Derrimut Road
Hoppers Crossing Vic 3029

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Code of Conduct – Safeguarding Children and Young People

At St James the Apostle Primary School (**the School**), we strive for all students to learn with strength and in gentleness.

We hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel. A Child Safety Code of Conduct establishes for all School staff and others working with children, clear behavioural expectations and boundaries in the School's environment and enables all to be held accountable.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at the School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors and clergy at the 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, contractors and clergy are responsible for supporting the safety of children by:

- adhering to the School's *Child Safe Policy* 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 or 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 that adults are not alone with a child wherever possible

- reporting any allegations of child abuse to the Principal or School leadership as per procedures in the *Child Safe Policy*
- 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 Principal or School leadership
- 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, contractors and clergy 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 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.
- 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 to communicate with children and/or families
- exchange personal contact details with the children and families such as phone number, social networking sites or personal 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 drugs
- consume alcohol or drugs at school or at school events in the presence of children.

Authorised by: Mary Abbott (Principal)

Date of Implementation: 1 August 2016

Version history:

1.01 (March 2017): Minor typographical errors, new school logo

1.02 (January 2018): Minor typographical errors



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I, _____, confirm I have been provided with a copy of the Child Safety Code of Conduct.

Signed: _____ Date: _____

Return a signed and dated Code of Conduct to the School.

Staff Disclosure Clause – For employed staff only

I, _____, have contact with students outside of the school because:

- Children attend St James the Apostle Primary School
- Relatives attend St James the Apostle Primary School
- Sport coaching responsibilities for (name sport)
at (name club)
- Or Other

Signed: _____ (Staff member)

Signed: _____ (Principal)