

# **GLENROY PRIVATE**



## **Code of Conduct**

### **Safeguarding Children and Young People**

**Reviewed June 2021**

# **Code of Conduct**

## **Safeguarding Children and Young People**

### **Commitment**

Glenroy Private is committed to the safety, wellbeing and protection of all students in our care. Glenroy Private has an important responsibility for keeping children safe. Standard three (clause nine of the Ministerial Order) requires that the school governing authority develop, endorse and make publicly available a code for all school staff.

The standard has four specific requirements. They are that the 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.

### **PURPOSE**

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

All staff, volunteers, visitors, contractors, clergy and board members at Glenroy Private are expected to actively contribute to a school culture that respects the dignity of its members and affirms the religious 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.

This policy provides some details of acceptable and unacceptable behaviours in dealing with children. It will assist with the protection of children from abuse and provide clarity to school staff who work with children by clarifying acceptable and unacceptable behaviour by staff.

## **ACCEPTED BEHAVIOURS**

All staff, volunteers, visitors, contractors, clergy and board 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 (modelling positive and respectful relationship and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety and the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (e.g. 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 (e.g. by having a zero tolerance policy towards discrimination)
- promoting the safety, participation and empowerment of children with disability (e.g. during personal care activities)
- ensuring as far as possible that adults are not alone with a child
- reporting any allegations of child abuse to the School's leadership (via Principal or Deputy Principal's)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under **Crimes Act 1958 (Vic)**.
- reporting any child safety concerns to the school's leadership (via Principal or Deputy Principal's)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child/ren are safe.

## **UNACCEPTABLE BEHAVIOURS**

All staff, volunteers, visitors, contractors, clergy and board members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationship with children that could be seen as favouritism (e.g. the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse (e.g. by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves
- engage in open ended discussions of a mature or adult nature in the presence of children (e.g. personal social activities)
- use inappropriate language in the presence of a 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 the college without the college's leadership (Principal or Deputy Principal/s) knowledge and/or consent or the College governing authority's approval (e.g. 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 child (including by social media, email, instant messaging etc.) or their families ( unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/ devices such as personal email account or other.
- 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 while under the influence of alcohol or illegal drugs
- consume alcohol or drugs at the School or at School events in the presence of children

## **COMMUNICATING THE CODE**

Glenroy Private will ensure that all school staff (employees, visitors, contractors and volunteers) and parents are well informed about the Code and its implications on an ongoing basis. This can include the following actions:

- ensuring that all school staff (employees, visitors contractors and volunteers) are aware of the code and how it applies
- inclusion of the Code as part of the induction for new school staff
- inclusion of the code as part of annual training for existing leadership members, employees, contractors and volunteers
- discussion of the Code at staff meetings; communication of the Code through school communication channels and/or displaying the Code in common areas, such as a staff room
- informing parent/ carers and other persons associated with the school of the expected behaviour for the school's leadership, staff, visitors, contractors and volunteers
- using the school's reporting procedures (as applicable) should breaches of the Code be suspected or identified
- including the Code in employment advertisements and service contracts to ensure compliance
- communication of the Code to students in an appropriate way.
- publishing the code of conduct on the school's web site.

## **REVIEWING THE CODE**

The school may review its Child Safety Code of Conduct on an as needs basis. As a minimum the code should be reviewed every 3 years

The Principal and school leaders of Glenroy Private will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Glenroy Private will also provide information and support to enable the Code of Conduct to operate effectively.

GP Member to Review	Principal	Date Reviewed	15.06.21	Next Review Date	June 2022
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