

# CHILD SAFETY CODE OF CONDUCT POLICY



## PURPOSE

This policy demonstrates My College's strong commitment to child safety and is committed to fulfilling its duty to all students in relation to Ministerial order No. 870.

This policy applies to all staff who work or volunteers at My College. This includes all teaching and non-teaching professions, volunteers and contractors. This code of conduct works in line with the Child Safety Policy, My College Code of Conduct, Mandatory Reporting Policy and other relevant My College policies and procedures.

This policy aims to promote a child safe school environment (including the school's online environment) for all students to ensure they feel safe from any harm including abuse. Our goal is to ensure a child safe and friendly environment where our students feel safe, engaged with their learning and reach their potential.

This policy is in accordance with the Ministerial order 870 and the Education Training and Reform Act.

This policy aims to:

- Commit to child safety standards
- Set expectations about the ways in which school staff are expected to behave with children.
- Outline how breaches of this code of conduct will be handled

## TARGET AUDIENCE

All staff, volunteers, contracted service providers and school board members and any other members of the school community involved in child related work with students of My College.

## IMPLEMENTATION

My College aims to embed child safety as a priority in our organisational culture through our leadership, commitment and expectations of appropriate and Islamic behaviour. My College will screen and train our staff and establish a response and reporting system to identify and reduce or remove risks of child abuse. Staff will also be trained to ensure students feel empowered through information and programs.

My College places a high expectation of professionalism and requires staff to conduct themselves appropriately at all times. My College also places high expectation of modelling Islamic manners and etiquette in line with its school values of mercy and justice. This includes within school times, excursions, camps and other school related activities. This also includes after hours.

All staff, volunteers and contractors are required to abide to the below behaviours and conduct at all times.

### **Acceptable Behaviours**

All staff, volunteers, service providers and board members are responsible for supporting the safety of children by:

- adhering to the My College’s child safe policy and upholding the My College’s statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in My College 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 or Torres Strait Islander child’s self-identification)
- 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 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
- respecting the privacy of students and their families and only disclosing information (whether an allegation or disclosure) to people who have a need to know such as the principal
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- calling the police on 000 if you have immediate concerns for a student’s safety
- 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, service providers and board members 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)
- use prejudice, oppressive behaviour with students
- 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)
- engage in any form of physical violence towards a student including inappropriately rough physical play
- use physical means or corporal punishment to control a student
- be alone with a student that is not in a public area as far as practicable
- use inappropriate language in the presence of children (swearing, derogatory language or offensive labels)
- express personal views on cultures, religion, race or sexuality in the presence of children

- discriminate against any child (because of age, gender, race, religion, culture, vulnerability, sexuality, ethnicity or disability)
  - have unwarranted contact with a child or their family outside of school without the school's leadership knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private lessons, outings or sport coaching).
  - 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 schoolwork) or use any personal communication channels/device such as a personal email account.
  - unwarranted exchange of personal contact details such as phone number, social networking sites or email addresses
  - photograph or video a child without the consent of the parent, guardians or child
  - work with children whilst under the influence of alcohol or illegal drugs
  - consume alcohol, drugs or smoke at school or at school events in the presence of children.
- \*\*this list is subject to review and may not be an exhaustive list.

### ***Breaches of the Policy***

#### Reporting breaches of unacceptable behaviour

- If a staff, volunteer, contractor, parent or student identifies a breach of conduct then they need to report this to the Principal immediately for further investigation.
- Staff are encouraged to fill in an 'Incident Report' submitted to the Principal.
- All incident reports will be kept strictly confidential; however, the Principal reserves the right to discuss with key personnel.

#### Investigation of Breaches of unacceptable behaviour

If a staff, volunteer or contractors has been reported in breach of an unacceptable behaviour then the following process will take place:

- Identified staff will be investigated by the Principal to determine if claims are substantiated or unsubstantiated, which may include:
  - Speaking to witness, students and/or parents and/or the alleged staff, volunteer or contractors
  - The Principal will compile a thorough written report of the incident with findings and recommendations
  - This will be reported to the members of y College board
  - If the allegation is found to be substantiated then the performance and conduct process will be applied which may include formal warnings, termination of employment and/or being reported to authorities. This may further result in staff members losing their VIT Registration or Working with Children Check.
  - Students and parents will be offered and encouraged to attend counselling

## RESOURCES

Mandatory Reporting Policy

Child Safety Policy

Ministerial Order 870 – Child Safety Standards

Incident Report

Breaches of Child Safety Policy Response Process

Staff Handbook

Induction Process

The Commission for Children and Young People Factsheet

### Distribution of Policy

**This policy will be communicated to staff/parents/students and/or the wider community through one or more of the following channels: newsletter, assemblies, staff/student handbook, school website, staff meetings, information sessions.**

***This has been ratified by the My College Ltd School Board on the***

**07 / 10 / 2020**