



**St. Joseph's Primary School**  
Nolan Street, Kerang, Vic. 3579  
Ph: 0354521426 Fax: 0354503657  
www.sjkerang.catholic.edu.au  
principal@sjkerang.catholic.edu.au

## **Child Safe Code of Conduct**

### ***Vision and Mission***

St. Joseph's school provides Catholic Education through which God is glorified in all things.

#### ***At St. Joseph's, we believe we are:***

- A community who celebrates our Catholic Traditions, names Jesus Christ and promotes Gospel values as a framework for participation in society.
- A school where respect for self, others and the environment is nurtured in partnership with all community members.
- A community that strives to educate and challenge the whole child to reach their full potential and become life long learners.
- A community that challenges all children by planning and facilitating enriching curriculum experiences.
- A community committed to social justice who participates in learning about Aboriginal Australia and actively working for Reconciliation.

### **Purpose**

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

All staff, volunteers, contractors, clergy and board/school council members at **St. Joseph's** 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.

### **Underlying Principles**

The below principles are intended to 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 proportionate 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 there is line of sight to other adults
- an adult should not initiate or seek physical contact or contact with children outside school.

### **Acceptable behaviours**

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:



**St. Joseph's Primary School**  
Nolan Street, Kerang, Vic. 3579  
Ph: 0354521426 Fax: 0354503657  
www.sjkerang.catholic.edu.au  
principal@sjkerang.catholic.edu.au

- 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
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- 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 (or child safety officer if the school has appointed someone to this role)
- 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**

Staff, volunteers, contractors, clergy and board/school council members must not:



**St. Joseph's Primary School**  
Nolan Street, Kerang, Vic. 3579  
Ph: 0354521426 Fax: 0354503657  
www.sjkerang.catholic.edu.au  
principal@sjkerang.catholic.edu.au

- 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
- have contact with a child or their family outside of school that is formal, organised or ongoing without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- 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 any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary eg 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
- 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 or upload/distribute the images/video
- work with children whilst under the influence of alcohol or illegal drugs
- consumption of illicit drugs at school or at school events in the presence of children
- excessive consumption of alcohol at school events in the presence of children.

I, \_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**St. Joseph's Primary School**  
Nolan Street, Kerang, Vic. 3579  
Ph: 0354521426 Fax: 0354503657  
www.sjkerang.catholic.edu.au  
principal@sjkerang.catholic.edu.au

**The governing authority has contributed to and approved the policy and practise and has continuing oversight of planning and reviewing.**

Initially Ratified: May 2016

Policy Reviewed & Ratified:2019

Next Review date:2022

## **Appendix 1 - Definitions**

The Ministerial Order provides the following definitions:

**Child abuse** includes—

- any act committed against a child involving:
  - \* a sexual offence or
  - \* an offence under section 49B(2) of the Crimes Act 1958 (grooming) \*
- the infliction, on a child, of:-
  - \* physical violence or
  - \* serious emotional or psychological harm
  - \* serious neglect of a child.

**Child-connected work** means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

**School staff** being: an individual working in a school environment who is:

- directly engaged or employed by a school governing authority;
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or
- a minister of religion.