



# NAZARETH COLLEGE

## CHILD SAFE CODE OF CONDUCT

Developed: 2018  
Responsible Officer: Deputy Principal (Staff and Students)  
Ratified by Board of Management: March 2020  
Last Reviewed: March 2021

## Document Details

Document Name	Child Safe Code of Conduct
Document created by	Nazareth Staff
Document Approval	Leadership Team Advisory Committee Members

## Document Management

Relevant to:	All Teaching Staff, General Staff, Advisory Committee Members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers
Related documents include, but not limited to:	<ul style="list-style-type: none"><li>• Child Safety Policy (2020)</li><li>• Alcohol Policy (2021) (in development)</li><li>• Staff Mental Health and Wellbeing Policy (2020)</li><li>• Feedback Policy (2019) (in development)</li><li>• Complaints Policy (2020)</li><li>• Whistleblower Policy (2020)</li><li>• Parent Code of Conduct (2020)</li><li>• Student Code of Conduct (2020)</li><li>• Student Duty of Care Policy (2020)</li><li>• Privacy Policy (2021)</li><li>• Counselling Policy (2018)</li><li>• Digital Device Policy (2020)</li><li>• Social Media Policy (2020)</li><li>• OHS Policy (2020)</li><li>• Anti-Bullying Policy (2020)</li></ul>
Related Legislation, but not limited to:	<ul style="list-style-type: none"><li>• Ministerial Order 870 (2016)</li><li>• The Child and Young Persons Act (2005)</li><li>• Privacy Act Cth (1988) / Australian Privacy Principles (2014)</li><li>• Crimes Act 1958</li><li>• Children, Youth and Families Act 2005 (Vic)</li><li>• Working with Children Act 2005 (Vic)</li><li>• Education and Training Reform Act 2006 (Vic)</li><li>• Equal Opportunity Act 2010 (Vic.)</li><li>• Child Wellbeing and Safety Act (2005)</li><li>• Occupational Health and Safety Act (2004)</li><li>• Human Rights and Equal Opportunity Commission Act (1986)</li><li>• Sex Discrimination Act (1984)</li><li>• Workplace Relations Act (1996)</li></ul>
Review:	The Code of Conduct shall be reviewed on an annual basis by the Leadership Team and the Advisory Committee. The next review is due March 2022.

Author	Date	Change Description	Version
T Burnett	October 2018	Original Code of Conduct created, approved by Leadership, communicated to all staff and published on the school website	V1
T Burnett	March 2020	Code of Conduct reviewed, and updates made	V2
T Burnett	March 2020	Updated Code of Conduct reviewed by Leadership	V2
T Burnett	March 2020	Code of Conduct endorsed by Leadership and Advisory Board and communicated to the Nazareth Community and published on the College Website and Intranet	V2
T Burnett	March 2021	Code of Conduct reviewed, and updates made	V3
T Burnett	April 2021	Updated Code of Conduct reviewed and endorsed by Leadership and Advisory Committee	V3
T Burnett	June 2021	Updated Code of Conduct communicated to School Community and published on website and Intranet	V3

Nazareth College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Central to the mission of Nazareth College is an explicit commitment to providing a safe and supportive environment where the emotional, social, intellectual, spiritual and physical wellbeing of our students is a priority.

All students enrolled at Nazareth College have the right to feel safe and be safe. The wellbeing of children in our care will always be our priority, and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety.

## **INTRODUCTION**

Central to the values of Nazareth College is a commitment to providing students with a safe, supportive, and enriching environment to develop spiritually, physically, intellectually, emotionally, and socially. The Child Safe Code of Conduct outlines acceptable and unacceptable standards of behaviour for all adults toward students and serves to protect students, reduce any opportunities for abuse or harm to occur, and promotes child safety in the school environment.

When individuals are clear about behavioural expectations, individuals are much more likely to act appropriately with each other and with children. When everyone is educated about the Child Safe Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent, and people are accountable for their behaviour. Above all, a Child Safe Code of Conduct helps to protect children from harm.

The Child Safe Code of Conduct applies in all school environments and situations and applies to:

- All staff members, including non-teaching staff and temporary or casual staff
- Volunteers (of all types)
- Clergy
- Third-Party Contractors and Service Providers (Including External Education Providers);
- Members of the College Advisory Committee
- Teaching students on placement at the School
- Visitors
- Any other member of the school community involved in child-related work.

## **OUR CHILD SAFE CODE OF CONDUCT**

This Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the school environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Nazareth College may take disciplinary action, including, in the case of serious breaches, dismissal.

Nazareth College is a Child Safe School as it provides Staff, Advisory Committee Members, Parents/Guardians, Volunteers, Clergy and Third-party Contractors with regular opportunities to address child safety measures. This is done through ongoing training and professional learning. As a result, all members of the Nazareth Community understand and are compliant in their professional and legal obligations regarding Child Safe Standards as outlined in Ministerial Order No 870.

## **PURPOSE**

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

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy at Nazareth College are expected to actively contribute to a school culture by respecting the dignity of its members, affirming 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. All School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy must sign and abide by this Code of Conduct

## **ACCEPTABLE BEHAVIOUR**

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors and clergy at Nazareth College are responsible for supporting the safety of children by:

- Adhering to Nazareth College's Child Safety Policy and Child Protection - Reporting Obligations Policy and upholding the School's statement of commitment to Child Safety at all times
- Support the ethos and uphold the mission and values of Nazareth College
- Behave as a positive role model to students.
- Promote the safety and wellbeing of students
- Be vigilant and proactive regarding student safety and child protection issues and comply with guidelines published by the College with respect to child protection
- Provide age-appropriate supervision for students
- Taking all reasonable steps to protect the young people in our care from any form of abuse
- Treating everyone in the School Community with respect, modelling positive and respectful relationships and acting in a manner that sustains a safe educational and pastoral environment
- Listening and responding to the views and concerns of young people, particularly if they are telling you that they or another young person has been abused or that they are worried about their safety or the safety of another young person
- Ensuring as far as practicable that adults are not alone with a child
- Promoting the safety, participation, and empowerment of students with a Disability (for example, during personal care activities)
- Promoting the cultural safety, participation, and empowerment of Culturally and Linguistically Diverse Students (for example, by having a zero tolerance for discrimination)
- Promoting the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander students (for example, by never questioning an Aboriginal or Torres Strait Islander child's self-identification)
- Use positive and affirming language toward students
- Respect cultural, religious and political differences
- Help provide an open, safe and supportive environment for all students to interact and socialise
- Intervene when students are engaging in bullying behaviour towards others or acting in a humiliating or vilifying way
- Ensuring as quickly as possible, in the instance of an allegation or disclosure of child abuse is made, that student/s involved is/are safe
- Call Police on 000 if you have immediate concerns for a student's safety
- Report any concerns about child safety to the School's Child Safety Officers or Leadership Team
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.)
- Respect the privacy of students and their families and only disclose information to people who have a need to know
- Handle all personal information in accordance with the College's Privacy Policy
- If you feel a member of the Nazareth College Community has breached any aspect of this Code, report your concerns to a member of the Nazareth College Leadership Team
- Reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or

concerns about a registered teacher.

## **UNACCEPTABLE BEHAVIOUR**

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors and clergy at Nazareth College must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with young people that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- Put young people at risk of abuse (for example, by locking doors)
- Initiate unnecessary physical contact with young people or do things of a personal nature that a young person can do for themselves, such as toileting or changing clothes
- Use inappropriate language in the presence of young people
- Express personal views on culture, race or sexuality in the presence of young people
- Discriminate against any young person, including on the basis 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 (for example, providing families with e-newsletters or assisting students with their schoolwork)
- Use any personal communication channels/devices such as a personal email account
- Exchange personal contact details such as phone number, social networking sites or personal email addresses with a student
- Work with a young person while under the influence of alcohol or illegal drugs
- Consume alcohol or drugs in the presence of young people at school or school events. Exceptions may be granted by the Principal or Principal's delegate subject to a thorough risk assessment
- Engage in any form of physical violence toward a student, including inappropriately rough physical play
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm
- Use prejudice, oppressive behaviour or inappropriate language with or in the presence of students
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the curriculum or a therapeutic setting
- Exhibit behaviours with young people which may be construed as unnecessarily physical (for example, inappropriate sitting on laps, physical contact)
- Engage in any form of sexual conduct with a student, including making sexually suggestive comments and sharing sexually suggestive material
- Engage in open discussions of a mature or adult nature in the presence of young people unless directly related to the curriculum (for example, personal social activities)
- Use physical means or corporal punishment to discipline or control a student (except in situations where the student's behaviour poses an imminent risk/threat of physical harm or danger to self or others - where such action would be considered reasonable in the circumstances and where there is no less restrictive means of responding in the circumstances)
- Accept inappropriate gifts from students or families. Gifts may be inappropriate based on their value, the nature of the gift, the reason for the gift etc. If a staff member is uncertain whether a gift is inappropriate, they should consult Nazareth College's Child Safety Officers
- Engage in undisclosed private meetings that are not of an educational nature with a student who is not your own child
- Express personal views on cultures, race or sexuality in the presence of children
- As far as practical, not be alone with students in areas not visible to other staff members
- Have contact with a child or their family outside School who is not a relative without the school leadership's or child safety officer's knowledge and/or consent or the School governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sports coaching); accidental contact, such as seeing people in the street, is appropriate
- Take or publish (including online) photos, movies or recordings of a student without

parental/guardian consent except in accordance with School Policy or where required for duty of care purposes

- Use a personally owned device (eg your own phone, camera or iPad) to take photos, videos etc of students except in accordance with school policy or where required for duty of care purposes
- Post online any information about any students that may identify them, such as their full name, age, email address, telephone number, residence, School, or details of a club or group they may attend

## **TEACHERS**

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the VIT. These principles include:

- Knowing their students well, respecting their individual differences and catering for their individual abilities
- Working to create an environment which promotes mutual respect
- Modelling and engaging in respectful and impartial language
- Protecting students from intimidation, embarrassment, humiliation and harm
- Respecting a student's privacy in sensitive matters
- Interacting with students without displaying bias or preference
- Not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students.

## **PSYCHOLOGISTS AND SCHOOL COUNSELLORS**

In their dealings with students, psychologists and school counsellors should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- The Australian Health Practitioner Regulation Agency
- The Australian Counselling Association
- The Australian Psychological Society

## **SPORTS AND RECREATION**

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- Using positive reinforcement and avoiding abusive, harassing or discriminatory language
- Coaching students to be 'good sports'
- Explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- Avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

## **REPORT ANY CONCERNS OR BREACHES OF THIS CODE**

By observing these standards, All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal, Staff, Volunteers, Contractors, Clergy and other Community Members associated with our School acknowledge their responsibility to immediately report any breach of this Code of Conduct or concerns that a child may be subject to abuse to the Child Safety Officers by contacting us on 9795 8100 or emailing [childsafety@nazareth.vic.edu.au](mailto:childsafety@nazareth.vic.edu.au).

Where a member of staff is suspected of breaching this Code of Conduct, Nazareth College may start the process under clause 13 of the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA 2018) for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact MACS (Office of Professional Conduct, Ethics and Investigation).

Where any other member of the school community, including volunteers and contractors, is suspected of breaching this Code, the School is to take appropriate action, including (if applicable) in

accordance with the *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools* policy.

In appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT.

Communications will be treated confidentially on a 'need to know basis', and all personal information will be dealt with in accordance with the School's Privacy Policy.

**WHENEVER THERE ARE CONCERNS THAT A CHILD IS IN IMMEDIATE DANGER, THE POLICE SHOULD BE CONTACTED ON 000.**

**REVIEW**

Nazareth College is committed to the continuous improvement of our Child Safe Program, which is regularly reviewed for overall effectiveness and to ensure compliance with all child safe related laws, regulations, and standards. Any changes made to the Child Safe Program are reviewed and endorsed by Leadership and the Advisory Committee.

**ACKNOWLEDGEMENT**

I have received, read, understood and consent to the Nazareth College Child Safe Code of Conduct. I understand my obligations and responsibilities under the Code of Conduct. By signing below, I agree to comply with the Child Safe Code of Conduct:

Name: .....

Signature: .....

Date:.....

Position:.....

WWCC or VIT Number (if applicable).....