

# NAZARETH COLLEGE

Manning Drive  
NOBLE PARK NORTH VIC 3174



## CHILD SAFETY CODE OF CONDUCT POLICY P5.0

Developed: 2018  
Responsible Officer: College Compliance Officer  
Ratified by Board of Management: March 2020  
Last Reviewed: August 2018  
Due for Review: March 2021



# Nazareth College

## Child Safety Code of Conduct

### P5.0

## Introduction

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance on Professional Boundaries, refer to the Professional Boundaries Policy P4.9.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the 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 Safety Code of Conduct helps to protect children from harm. The Code of Conduct applies in all school environments and situations.

The Child Safety Code of Conduct 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 Safety Code of Conduct

This Child Safety 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.

The school reviews the Code annually. Nazareth College has the following expectations of behaviours and boundaries for all adults of the school community involved in child related work within our school Community. This includes all teaching staff, non-teaching staff, College Advisory Committee members, volunteers, third party contractors, parents and guardians, students on placement, College Advisory Committee and external education providers.

Nazareth College is a child safe school as it provides staff, board members, parents/guardians, volunteers, College Advisory Committee, clergy and third party contractors, with regular opportunities to address child safety measures. This is done through ongoing training and professional learning. Nazareth College, the staff, College Advisory Committee members, volunteers, clergy and third party contractors understand and are compliant in their professional and legal obligations regarding Child Safety Standards as outlined in Ministerial Order No 870.



## Nazareth College Child Safety Code of Conduct P5.0

### DO:

- Support the ethos and uphold the mission and values of Nazareth College;
- Behave as a positive role model to students. Promote the safety, welfare and wellbeing of students;
- Be vigilant and proactive with regard to student safety and child protection issues;
- Provide age appropriate supervision for students;
- Comply with guidelines published by the College with respect to child protection;
- Always meet with students in an area visible to other staff members;
- Treat all students with respect;
- Promote the safety, participation and empowerment of students with a disability;
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students;
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students;
- Use positive and affirming language toward students;
- Encourage students to express their opinions and their concerns and listen to them with respect;
- 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;
- 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;
- Where an allegation or disclosure of child abuse is made, ensure as quickly as possible that the student involved is safe;
- Call Police on 000 if you have immediate concerns for a student's safety;
- Report any concerns about child safety to Justin Duckett, Mirella Venturini, Jackie Kol or Tracey Burnett – Nazareth College - Child Safety Officers;
- Ensure that Mandatory Reporting and all legal obligations to report allegations are met;
- 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 G1.5.

### DO NOT:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour;
- Use prejudice, oppressive behaviour or inappropriate language with 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 educational curriculum or a therapeutic setting;
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity;
- Engage in inappropriate discussions of an adult nature in the presence of students;
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material;



## Nazareth College Child Safety Code of Conduct P5.0

- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes;
- Engage in any form of physical violence towards a student including inappropriately rough physical play;
- 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);
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm;
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students);
- 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 Justin Duckett, Jackie Kol, Mirella Venturini or Tracey Burnett - 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;
- Be alone with students in an area not visible to other staff members;
- Communicate directly with a student through personal or private contact channels (including by social media, email etc) except where that communication is reasonable in all the circumstances, related to school work or extracurricular activities or where there is a safety concern or other urgent matter;
- Have any links with students on social media;
- Socialise out of school with any student who is not a relative unless disclosures have been declared;
- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent;
- Take or publish (including online) photos, movies or recordings in any personal forum 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;
- Ignore or disregard any suspected or disclosed child abuse.

### **Report any concerns**

By observing these standards, staff members, College Advisory members, volunteers, clergy, third party contractors, and other Community members associated with our school acknowledge their responsibility to immediately report any breach of this Code or concerns that a child may be subject to abuse are asked to contact Justin Duckett, Mirella Venturini, Jackie Kol or Tracey Burnett (Nazareth College's Child Safety Officers).

Our Child Safety Officers can be contacted by calling 9795 8100 or emailing [childsafety@nazareth.vic.edu.au](mailto:childsafety@nazareth.vic.edu.au)



## Nazareth College Child Safety Code of Conduct P5.0

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 (G1.5).

If any staff member, College Advisory Committee member, volunteer, clergy, third party contractors breach this Code of Conduct, they may face disciplinary action, including and up to termination of employment or cessation of engagement with Nazareth College

**Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.**

**This Code of Conduct will be reviewed in March 2021**

I have received, read, understood and consent to the **Nazareth College Code of Conduct**

Name: .....

Signature: .....

Date:.....

Position:.....

WWCC or VIT Number:.....