CHILD SAFE CODE OF CONDUCT

This Child Safe Code of Conduct outlines expected standards of behaviour for all adults in the College environment towards students. The Code serves to protect students, reduce any opportunities for abuse, grooming or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the College's policy that any and all objectively observable behaviour that breaches the Child Safe Code of Conduct is a child safety incident that must be reported internally.

Any breach that meets the threshold for external reporting must also be reported to the relevant external authority. For more information, refer to <u>Procedures for Responding to and Reporting Child Safety Incidents or Concerns</u>.

The College reviews the Child Safe Code of Conduct annually. The Regent College Board has endorsed this Child Safe Code of Conduct.

Our Child Safe Code of Conduct is published on our public website.

Our Child Safety Program also includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at Regent College.

Scope
The Child Safe Code of Conduct applies to:

- the Principal and the Executive Team
- College board members
- all staff members, including non-teaching staff, relief and casual staff
- all volunteers
- all contractors
- External Education Providers
- teaching students on placement at the College
- parents/carers and other adult family members of students
- visitors

This group is together referred to as "the College Community" for the purposes of this Code.

The Child Safe Code of Conduct applies in all College environments. College environments include both physical and online environments, as well as any environment (including those outside the College's grounds) where College-related activities are occurring.

Each member of the College Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

Do:

- Uphold and act in accordance with Regent College's Statement of Commitment to Child Safety and Wellbeing at all times.
- Comply with applicable guidelines published by the College with respect to child safety, such as the Staff and Student Professional Boundaries policy.
- 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.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and linguistically and culturally diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and participate, and then 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 inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Safe Code of Conduct.
- Report concerns about child safety to the Principal or Deputy Principal and ensure that your legal obligations to report child abuse, grooming or other harm externally are met.
- Where an allegation of child abuse, grooming or other harm is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open 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.
- 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 any form of corporal punishment to discipline or control a student.
- 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).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post any identifying information online about a student unless it is necessary for the College's activities or you have consent from the student and/or their parent/carer. Identifying information includes things such as the student's full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.

- Ignore or disregard any suspected or disclosed child abuse, grooming or other harm.

Agreement to Child Safe Code of Conduct

A copy of the Child Safe Code of Conduct is provided to all Staff, relevant Volunteers and relevant Contractors prior to them commencing work at the College. It is also communicated via refresher training at regular intervals for all Staff, as well as relevant Volunteers and Contractors.

All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at College.

The Child Safe Code of Conduct forms part of the contract between the College and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safe Code of Conduct upon signing the contract or upon commencing work at the College.

Consequences for Breaching this Child Safe Code of Conduct

Staff, including the Executive Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that could include (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the College community breaches any obligation, duty or responsibility within our Child Safe Code of Conduct, Regent College will take appropriate action.

For more information, refer to Child Safety Program Breach Management.

Report Any Concerns

It is the College's policy that breaches of the Child Safe Code of Conduct are a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, objectively observable behaviour that breaches this Code of Conduct **must** report their concern internally to one of the Colleges Principals and, if required, also externally.

Staff who, in good faith, make an internal report alleging a breach of the Child Safe Code of Conduct will be protected from victimisation or other adverse consequences.

Our Child Safety Program includes information for the Executive Team, Staff, Volunteers and Contractors about how to identify key indicators of child abuse, grooming or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to Procedures for Responding to and Reporting Child Safety Incidents or Concerns.

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College, including breaches of the Child Safe Code of Conduct. These include informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations. For more information, refer to Child Safety Complaints Management.

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the College may be subject to abuse, grooming or harm from a member of Staff, a Volunteer or a Contractor, should contact the College Principal Derek Nicholl or if the concern relates to the Principal, the Deputy Principal or Chair of the Board.

You can also raise a concern through the College's Complaints Handling Policy.

Communications will be treated confidentially on a 'need to know basis'.

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

Version Management

Version No.	Date Published	Changes Made	Approved by	Next Review	Author of Changes
1	April 2020	Document created	Principal	Annual	Admin Manager