



Holy Spirit Primary School

~ Striving Together For Excellence ~

197 Clarendon Street, East Thornbury, Victoria 3071 Phone: 9480 0391 Fax: 9484 3125 Email: principal@hsthornburyeast.catholic.edu.au
www.hsthornburyeast.catholic.edu.au

Staff and Clergy Child Safety Code of Conduct

'Our school community should be one that Jesus would walk among today and recognise as His own.'

Introduction

This Code of Conduct has a specific focus on safeguarding children and young people at Holy Spirit Primary School against sexual, physical, verbal, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes & legislation.

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards children & young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides anyone engaged by Holy Spirit Primary School with guidance on how best to support the safety of students and young people and how to avoid or better manage difficult situations.

Scope

This Code of Conduct applies to all staff members (teaching & non-teaching), clergy and casual relief staff engaged by the school.

Acceptable behaviours

All staff members (teaching & non-teaching), clergy and casual relief staff are responsible for supporting the safety of children by complying with the following 'acceptable behaviours':

- » Adhering to the School's Child Safety Policy and associated procedures at all times.
- » Taking all reasonable steps to protect students from abuse.
- » Follow all school policies and procedures
- » Treating everyone with respect, including listening to their ideas and opinions and noting important issues.

- » Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student or young person has been abused and/or are worried about their safety or the safety of another child.
- » Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- » Promoting the participation and empowerment of all students, including those from diverse backgrounds and cultures.
- » Ensuring as far as practicable that adults are not left alone with a student or young person.
- » Reporting all child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct immediately to the Principal and/or the School's Child Safety Officer immediately.
- » Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- » If an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible.

Unacceptable Behaviours

All staff members (teaching & non-teaching), clergy, casual relief staff, volunteers, contractors and board/school council members must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct
- » Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of gifts or special treatment for specific students).
- » Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps).
- » Do things of a personal nature that a student can do for themselves (such as toileting or changing clothes). (See guidelines as per excursion / camping policy) (Note care to be taken at school camps, swimming lessons etc)
- » Engage in open discussions of a mature or adult nature in the presence of students.
- » Exchange personal contact details such as phone numbers, social networking sites or email addresses with students or young people.
- » Have unauthorised contact (non-school sanctioned) with students or young people 'on line' via email, social networking sites, by text message or other means.
- » Display any behaviour, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may view it, in particular students, young people and those from Aboriginal and diverse cultural backgrounds .

- » Maintain relationships with a student or young person and their families outside of school without the knowledge of the Principal, a member of the Leadership Team or Child Safety Officer. This relates to situations which could bring a person's reputation into question.
- » Use inappropriate language in the presence of students.
- » Use prejudice, oppressive behaviour or language in the presence of or with children.
- » Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students.
- » Discriminate against any student because of culture, race, gender, ethnicity or disability.
- » Attend work under the influence or effects of illegal drugs or alcohol.
- » Consume alcohol without the consent of the Principal or a member of the Leadership Team at school, at a school event or in the presence of students or young people.
- » Use Photographs or videos of a student or young person without the consent of their parents or guardian. (Refer to school Social Media & Cyber safety policies)
- » Be alone with a child in a situation or area that is not public and clearly visible to others.

Failure to Comply With This Code of Conduct

Where a staff member (teaching & non-teaching), clergy or casual relief staff member is suspected of breaching any obligation, duty or responsibility within this Policy, Holy Spirit Primary School will investigate and take any necessary disciplinary action, including in the case of serious breaches, summary dismissal.



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Acknowledgement

I have been provided with a copy of the Code of Conduct

I have read and understood this Code of Conduct and agree to abide by it at all times.

Name:
Signature:
Date:
Relationship to School:

Principal / Child Safety Officer Name:
Signature:
Date: