# ST JOSEPH’S COLLEGE
## HUNTERS HILL
### POLICY DOCUMENT

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Child Protection Code of Conduct</th>
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<tbody>
<tr>
<td>Head of Policy</td>
<td>Headmaster</td>
</tr>
<tr>
<td>Policy Manager</td>
<td>Director of Personnel Services</td>
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</tbody>
</table>
| Attention | College Students  
College Staff  
Visitors and Volunteers to the College  
External Education Providers and Third Party contractors engaged at the College  
All who are on College premises and who in any capacity under the supervision of the College are in contact with Students |
| Date of Introduction | September 2018 |
| Date Policy Updated | Not Applicable |
| Related Documents | Child Protection Policy |
PREAMBLE

A Child Protection Code of Conduct lists all acceptable and unacceptable behaviours. It provides a high-level statement of professional boundaries, ethical behavior, acceptable and unacceptable relationships. For detailed guidance, refer to the College's Staff and Student Professional Boundaries policy.

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 College environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Protection Code of Conduct helps to protect children from harm.

College environments include both physical and online environments, as well as those outside its premises and grounds when College-related activities are occurring.

This Code applies to:

- College Responsible Persons;
- All staff members, including non-teaching staff and temporary or casual staff;
- Volunteers;
- Students;
- Parents and carers;
- Third party contractors and service providers (including External Education Providers);
- Teaching students on placement at the College; and
- Visitors.

The Code is available on the College website and the staff intranet.
**ST JOSEPH’S COLLEGE CHILD PROTECTION CODE OF CONDUCT**

The Child Protection 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 College 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, the College may take disciplinary action, including in the case of serious breaches, dismissal. The College revises this Code periodically.

The College has the following expectations of behaviours and boundaries for all adults interacting with students within the College community. This includes College Responsible Persons, all teaching staff, non-teaching staff, Volunteers, Third Party contractors, External Education Providers and parents / carers.

The Marist Schools Australia (MSA) Regional Director has approved and endorsed this Child Protection Code of Conduct.

**DOs:**

1. Uphold College’s Child Protection Policy at all times.
2. Behave as a positive role model to students.
3. Promote the safety, welfare and wellbeing of students.
4. Be vigilant and proactive with regard to student safety and child protection issues.
5. Provide age appropriate supervision for students.
6. Comply with guidelines published by the College with respect to child protection, specifically the Child Protection Policy.
7. Treat all students with respect.
8. Promote the safety, participation and empowerment of students with a disability.
9. Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
10. Use positive and affirming language towards students.
11. Encourage students to ‘have a say’ and then listen to them with respect.
12. Respect cultural, religious and political differences.
13. Help provide an open, safe and supportive environment for all students to interact, and socialise.
14. Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.


16. Report concerns about child safety to one of the College’s Child Protection Officers and ensure that your legal obligations to report allegations externally are met.

17. Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.

18. Call the Police on 000 if you have immediate concerns for a student’s safety.

19. Respect the privacy of students and their families and only disclose information to people who have a need to know.

**DO NOTs:**

1. Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.

2. Use prejudice, oppressive behaviour or inappropriate language with students.

3. 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.

4. Engage in open discussions of an adult nature in the presence of students.

5. Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.

6. Engage in inappropriate or unnecessary physical contact or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.

7. Engage in any form of physical violence towards a student including inappropriately rough physical play.

8. Use physical means or corporal punishment to discipline or control a student.

9. Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.

10. Develop ‘special’ relationships with students that could be seen as favouritism (for example the offering of gifts or special treatment for specific students).

11. Engage in undisclosed private meetings with a student that is not your own child.
12. Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.

13. Take or publish (including online) photos, movies or recordings of a student without parental / carer consent.

14. Post online any information about a student that may identify them such as their full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.

15. Ignore or disregard any suspected or disclosed child abuse.

16. The Child Protection Program includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all staff and Volunteers on how to maintain professional boundaries between students and adults at St Joseph’s College.

DISCIPLINARY PROCEDURES

Where a staff member breaches the Code, the College will take disciplinary action, including in the case of serious breaches, dismissal.

Where any other member of the College community breaches any obligation, duty or responsibility within this code, the College will take appropriate action.

REPORT ANY CHILD PROTECTION CONCERNS

a. All breaches and suspected breaches under this code must be reported to the Headmaster or the Senior Child Protection Officer.

b. The Child Protection Program also includes information for College Responsible Persons, staff members and direct contact volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of the College’s Child Protection Officers.

c. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

d. Indirect Contact Volunteers, Third Party Contractors, External Education Providers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the College’s Child Protection Officers.

e. 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 telephone 000.