

## CHILD SAFETY CODE OF CONDUCT

Drafted by (2016): Rachel Richardson

Responsible person: Principal

Reviewed and amended: March 2022

Scheduled review date: January, 2022

by: Kristy Wilson/ SCCC Board

### **CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE**

Every Board member, the Principal, staff member, volunteer and contractor at Son Centre Christian College is required to abide by this Code. It outlines appropriate standards of behaviour for all adults towards students. It serves to protect students, reduce opportunities for student harm to occur, and promote child safety in all school environments. This must be read and signed annually.

Under the Board, the Principal will:

1. Be responsible for the overall welfare and wellbeing of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All people involved in the care of children on behalf of Son Centre Christian College will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Promote the safety, participation and empowerment of students with a disability;
8. Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students;
9. Act as positive role models in their conduct with children and young people;
10. Be professional in their actions;
11. Maintain strict impartiality;
12. Comply with specific organisational guidelines on physical contact with children;
13. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
14. Maintain a child-safe environment for children and young people;
15. Report any breaches of this Child Safety Code of Conduct to the college principal or Board chairperson;
16. Operate within the policies and guidelines of Son Centre Christian College; and
17. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Use prejudice, oppressive behaviour or inappropriate language with students;
6. Be alone with a child or young person unnecessarily and for more than a very short time;
7. Develop a 'special' relationship with a specific child or young person for their own needs;
8. Show favouritism through the provision of gifts or inappropriate attention;
9. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
10. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
11. Engage in any form of sexual conduct with a student, including making sexually suggestive comments and sharing sexually suggestive material;
12. Work with children or young people while under the influence of alcohol or illegal drugs;
13. Engage in open discussions of a mature or adult nature in the presence of children; or
14. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

### **What happens if you breach this Code of Conduct**

**Son Centre Christian College employees:** disciplinary action, including and up to termination of employment or cessation of engagement with the organisation. Depending on the nature of the breach, DHHS Victoria and/or Police may be notified and criminal proceedings may ensue.

**Son Centre Christian College contractor/s and /or volunteer/s:** an investigation will be conducted as soon as is able to determine the nature of the breach. Any contractor/s and / or volunteer/s will be asked to cease their role immediately until the investigation has been completed. Depending on the nature of the breach, the contractor/s and / or volunteer/s may have their involvement and engagement with the organisation cease immediately and where required by law, DHHS Victoria and/or Police may be notified and criminal proceedings may ensue.

### **Reporting Concerns**

Board members, staff members and direct contact volunteers will be provided with the CHILD SAFETY CODE OF CONDUCT document and are responsible for reporting ANY child abuse concerns to the Principal.

Third party contractors, external education providers, indirect contact volunteers, students, parents or other community members who have any concerns that a child may be subject to abuse are asked to contact the Principal, whose responsibility it is to ensure that appropriate action is taken.

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 called immediately on 000.

**Son Centre Christian College – CHILD SAFETY CODE OF CONDUCT**

I agree to adhere to this Code of Conduct:

Name: .....

Organisation: .....

Signature: .....

Date: .....

**AUTHORISATION**

Kristy Wilson  
Principal  
Son Centre Christian College