



## **CHILD PROTECTION**

**POLICY NAME:** Child Safety Code of Conduct

**ADOPTED:** July 2016

**LAST AMENDED:** December 2019

### **Child Safety Code of Conduct**

Central to the mission of Killester College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

#### **Purpose**

This Code of Conduct has a specific focus on safeguarding young people at Killester College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, College policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and Stewardship Council members at Killester College are expected to actively contribute to a College culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

#### **The Child Safety Code of Conduct applies to:**

- 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), Stewardship Council, and members of the Board and the Stewardship Council
- teaching students on placement at the College
- visitors.

#### **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 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, Killester College may take disciplinary action, including in

the case of serious breaches, summary dismissal. The College revises the Code as changes in the law occur.

Killester College has the following expectations of behaviours and boundaries for all adults interacting with students within our College community. This includes all teaching staff, non-teaching staff, Stewardship Council members, volunteers (direct and indirect), third party contractors, external education providers and parents/carers.

The College's Board and the Stewardship Council have endorsed this Child Safety Code of Conduct.

## **DO**

- 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.
- 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.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' 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.
- Report any breaches of this Child Safety Code of Conduct
- Report concerns about child safety to the College's Child Safety Leader or one of the Child Safety Officers and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse 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.
- Treat everyone in the College community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment).
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child.
- Ensure as far as practicable that adults meet with children in visible spaces.
- Understand and comply with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.).

## 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.
- 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 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 that is not your own child.
- Engage in meetings with a child that is not your own, outside of school hours and without permission from the College and the child's parent.
- 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 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.
- Ignore or disregard any suspected or disclosed child abuse.
- Put children at risk of abuse (for example, by locking doors).
- Have contact with a child or their family outside of the College without the College's Leadership Team or Child Safety Officer's knowledge and/or consent or the College's governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate.
- Work with children while under the influence of alcohol or illegal drugs.
- Consume alcohol or drugs at the College or at College events in the presence of children.

Our Child Safety program includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all staff and volunteers (direct and indirect) on how to maintain professional boundaries between students and adults at Killester College.

## **Report any concerns**

The program also includes information for Stewardship Council members, staff and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to the College's nominated Child Safety Leader or one of the Child Safety Officers.

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

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

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.**

## **Key Roles & Responsibilities include:**

### **Principal**

The Principal is ultimately responsible, and will be accountable for, taking all practical measures to ensure that:

- the College's Child Safety Policy and Child Safety Program are implemented effectively with available resources effectively deployed
- appropriate College Child Safety Leader and Child Safety Officers are appointed and trained
- a strong and sustainable child protection culture is maintained within the College;
- any child protection incidents arising are dealt with professionally and in a timely manner
- the College's Stewardship Council receives regular reports with respect to child protection matters
- the College is complying with its legal and regulatory obligations with respect to child protection.

### **Board**

The Board is required to approve the College's Child Safety Policy and to ensure the Child Safety Program is being effectively implemented. Each Board member must:

- acquire and keep up-to-date knowledge of child protection matters
- have an understanding of the nature of the College's operations and the child protection risks associated with these operations
- ensure that the College has appropriate resources to effectively implement its Child Safety Policy and Child Safety Program
- ensure that the College has appropriate processes for receiving and considering information regarding child protection issues and is able to respond in a timely way to that information

- ensure that the College has and implements processes to ensure that the College is complying with its legal and regulatory obligations with respect to child protection
- ensure that the College has and implements processes to ensure ongoing monitoring to verify the provision and use of the resources that have been allocated to the management of child protection issues within the College and their effectiveness.

### **Child Safety Leader**

A number of senior staff members are nominated as the College's Child Safety Leader and Child Safety Officers.

Key responsibilities for the College's Child Safety Leader include:

- having a good working knowledge of the College's Child Safety Policy and Child Safety program
- promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
- ensuring that the College's Child Safety Policy is clearly communicated to all key stakeholders including students, parents, staff and volunteers
- ensuring that the College's Child Safety Policy and Child Safety Programs are being implemented effectively
- ensuring that there are clear procedures to allow people to report child protection concerns within the College
- ensuring that there are clear procedures to allow people to report reportable conduct matters within the College
- reviewing and assessing the effectiveness of the College's response to a child protection incident
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Safety Policy and Child Safety program
- acting as 'Child Safety Champions' and ensuring a strong and sustainable child protection culture is embedded within the College
- ensuring that all staff and Direct Contact Volunteers undertake child protection training so that they are able to identify signs of abuse, understand how to respond and when to make a referral either internally or to an external agency
- being the first point of contact for staff, or other members of the College community, raising child protection concerns within the College
- assisting the Principal, Senior Child Safety Leader and Child Safety Officer, and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse
- ensuring the College's Child Safety Policy and Child Safety program are reviewed on a regular basis by an appropriate member of staff.

### **Child Safety Officer**

Key responsibilities for the College's Child Safety Officer include:

- having a good working knowledge of the College's Child Safety Policy and Child Safety

program

- promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
- ensuring that the College's Child Safety Policy and Child Safety programs are being implemented effectively
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Safety Policy and Child Safety program
- acting as 'Child Safety Champions' and ensuring a strong and sustainable child protection culture is embedded within the College
- first point of contact for staff, or other members of the College community, raising child protection concerns within the College
- assisting the Student Development Coordinator (CSL), the Principal and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse.

In the event that one of the College's Child Safety Leader or Child Safety Officers cannot perform their role, for example due to conflicts of interest or absence, these duties must be performed by either another College Child Safety Leader and Child Safety Officer, Senior Child Safety Leader and Child Safety Officer or the Principal.

### **Our Senior Child Safety Leader and Child Safety Officer**

The College has appointed Luana Doko as our Senior Child Safety Leader and Child Safety Officer. The Senior Child Safety Leader and Child Safety Officer has an important role in the implementation and operation of our Child Safety program.

Key responsibilities of the Senior Child Safety Leader and Child Safety Officer include:

- being the first point of contact for all child protection concerns or queries for the wider community
- ensuring that other Child Safety Leader and Child Safety Officers understand and comply with their key responsibilities
- ensuring that all Child Safety Leader and Child Safety Officers undergo appropriate annual training in the College's Child Safety program, their legal responsibilities, and how to appropriately respond to child protection concerns and incidents
- coordinating the College's response to child protection incidents in consultation with the College's Principal and other key leadership staff
- reviewing and assessing the effectiveness of the College's response to a child protection incident
- ensuring that the College's Child Safety program is effectively implemented and communicated to all relevant stakeholders.

### **Staff Responsibilities**

All staff are required to comply with our Child Safety Policy, our Child Safety program and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Leader and Child Safety Officers and/or with external agencies where required.

### **Direct Contact Volunteers' Responsibilities**

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

The Working with Children Act 2005 (Vic) defines 'direct contact' as any contact between a person and a child (aged under 18) that involves:

- physical contact
- face to face contact
- contact by post or other written communication
- contact by telephone or other oral communication.

Direct Contact Volunteers may have:

- limited supervision by College staff in their role
- significant amounts of 1:1 time with students
- supervisory responsibility for a group of students with only broad and indirect oversight of a College staff member
- full supervisory responsibility for one or more students, such as in a sports coaching role or learning support role.

Examples of Direct Contact Volunteer activities may include volunteers involved in College camps or excursions, coaching sporting teams or assisting in learning activities.

All Direct Contact Volunteers are required to adhere to our Child Safety Policy and our Child Safety program. They must also be aware that they too have legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Leader and Child Safety Officers and/or with external agencies where required.

### **Indirect Contact Volunteers' Responsibilities**

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

Examples of Indirect contact volunteer activities may include assisting with College functions, or the College canteen and fundraising events.

All indirect contact volunteers are responsible for contributing to the safety and protection of children in the College environment.

All indirect contact volunteers are required by the College to be familiar with our Child Safety Policy and our Child Safety program.

### **Third Party Contractors**

All Third Party contractors engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

Third Party contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and Killester College cleaners.

This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

In this Child Safety Program, Third Party Contractors are classified as either 'Direct Contact Contractors' or 'Indirect Contact Contractors'.

### **Direct Contact Contractors**

Direct Contact Contractors are:

- those who have direct contact with students during the normal course of their work
- those who may be in a position to establish a relationship of trust with a student
- any contractors whom the College is legally required to screen.

The Working with Children Act 2005 (Vic) defines 'direct contact' as any contact between a person and a child that involves:

- physical contact
- face to face contact
- contact by post or other written communication
- contact by telephone or other oral communication
- contact by email or other electronic communication.

### **Indirect Contact Contractors**

Indirect Contact Contractors are those contractors who do not meet the definition of a 'Direct Contact Contractor'. These are contractors who have no contact with students as part of their role or undertake roles where students are not reasonably expected to be present. E.g. those contractors who complete work during school holidays.

All Third Party Contractors engaged by the College are required by the College to be familiar with our Child Safety Policy and our Child Safety Program.

Where Third Party Contractors are engaged at short notice, making it impractical to undertake normal screening and/or briefing sessions, the College should take reasonable steps to ensure the protection of children at the College while the work is being completed.

The College may include this requirement in the written agreement between it and the Third Party Contractors.

### **External Education Providers**

An external education provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College.

The delivery of such a course may take place on College premises or elsewhere.



All external education providers engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

All external education providers engaged by the College are required by the College to be familiar with our Child Safety Policy and our Child Safety program.

Killester College may include this requirement in the written agreement between it and the External Education Provider.

## Appendix 1: Definitions

The Ministerial Order provides the following definitions:

**Child abuse** includes:

- any act committed against a child involving:
  - a sexual offence, or
  - an offence under section 49B(2) of the *Crimes Act 1958* (Vic.) (grooming)
- the infliction, on a child, of:
  - physical violence, or
  - serious emotional or psychological harm, or
  - serious neglect of a child.

**Child-connected work** means work authorised by the College's governing authority and performed by an adult in an environment while children are present or reasonably expected to be present.

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

**School/College environment** means any physical or virtual place made available or authorised by the College's governing authority for use by a child during or outside school hours, including:

- a campus of the College
- online school environments (including email and intranet systems)
- other locations provided by the College for a child's use (including, without limitation, locations used for College camps, sporting events, excursions, competitions, and other events).

**School staff** being: an individual working in a school environment who is:

- directly engaged or employed by the College's governing authority;
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or
- a minister of religion.

Last Updated: December 2019

# CHILD SAFETY CODE OF CONDUCT

Please tick whichever is appropriate to you

<input type="checkbox"/>	Direct Contact Volunteer
<input type="checkbox"/>	Indirect Contact Volunteer
<input type="checkbox"/>	Third Party Contractor
<input type="checkbox"/>	External Education Provider
<input type="checkbox"/>	Killester College Employee
<input type="checkbox"/>	Pre-service teachers
<input type="checkbox"/>	Structured Workplace Learning employer
<input type="checkbox"/>	Work Experience Employer

I, ....., confirm that I have been provided with a copy of the Killester College Code of Conduct and that I have read, understood and accept the Code.

Name of Company:	
Reason for visit:	
Signed:	Date: