



Holy Eucharist Catholic Primary School

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CODE OF CONDUCT

Safeguarding Children and Young People

APPENDIX:

1. Commitment, Acceptance And Disclosure Statement

Holy Eucharist Catholic Primary School – Safeguarding Children and Young People

Code of Conduct

Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements².

¹As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

²Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

Introduction

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

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards children and 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 Eucharist Catholic Primary School with guidance on how best to support students and young people and how to avoid or better manage difficult situations.

Scope

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

Acceptable behaviours

All staff members (teaching and non-teaching), clergy, casual relief staff, volunteers, contractors and board/school council members 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.
- Treating everyone with respect, including listening to and valuing their ideas and opinions.
- 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 cultural safety, participation and empowerment of all students, including those from diverse backgrounds.
- 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 as the safety of the student/s or young person/s as soon as possible.

Unacceptable Behaviours

All staff members (teaching and 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).
- 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 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.
- 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, 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.
- Photograph or video a student or young person without the consent of their parents or guardian.

Failure to Comply with this Code of Conduct

where a staff member (teaching and non-teaching), clergy, casual relief staff, volunteers, contractors and board/school council is suspected of breaching any obligation, duty or responsibility within this Policy, Holy Eucharist Catholic Primary School will take disciplinary action, including in the case of serious breaches, summary dismissal.

Acknowledgement

I, _____, confirm I have been provided with a copy of the above Code of Conduct.

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

Name:
Signature:
Date:
Deputy Principal / Child Safety Officer Name: Mr Michael Bonnici
Signature:
Date:

APPENDIX 1: COMMITMENT, ACCEPTANCE AND DISCLOSURE STATEMENT



**Holy Eucharist Catholic Primary School
St Albans South.**



Your Commitment:

All staff in a Catholic school have an indispensable role to play. It is expected that as a staff member employed in a Catholic school that you:

- (a) accept the Catholic educational philosophy of the school
- (b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- (c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values
- (d) avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act
- (e) in relation to teachers, comply with the Accreditation Policy of the CECV to teach in a Catholic school, and other CECV policies, and uphold the professional standards expected of a teacher
- (f) be committed to regular ongoing professional development
- (g) be qualified as required by state authorities
- (h) be a person suitable to work with children, ie: Working With Children Check and a National Police Record Check (not necessary for teachers as this is covered by their VIT registration)
- (i) proactively monitor and support student wellbeing
- (j) exercise pastoral care in a manner which reflects school values
- (k) demonstrate duty of care to students in relation to their physical and mental wellbeing
- (l) follow the school's child-safe policy and code of conduct
- (m) are aware of and abide by the CECV/School's Commitment Statement to Child Safety.
- (n) commit to ongoing training and education about child safety including:
 - the school's policies, procedures and code of conduct
 - what constitutes child abuse
 - appropriate standards of care and duty of care
 - how to identify and reduce risks of child abuse
 - detecting signs of potential child abuse
 - how to handle a disclosure or suspicion of child abuse
 - what constitutes inappropriate behaviour between children, such as inappropriate sexualised play, bullying and fighting
 - what is inappropriate behaviour between children and adults, with reference to the code of conduct
 - legislative requirements, e.g. mandatory reporting
 - where relevant, specific training to promote the cultural safety of Aboriginal children, the cultural safety of children from culturally and/ or linguistically diverse backgrounds and the safety of children with a disability.
 - Schools should be mindful that such training can take many forms, including:
 - training by external organisations
 - training developed and delivered internally
 - on-the-job training, mentoring and coaching.

Acceptance and Disclosure Statement

I, (print name) _____ do/do not (circle)
have relationship/s to disclose with student/s of the School.
(If there is a disclosure obligation, specify name/s of students and nature of relationship/s)

I, (print name) _____ have read and understood the
above contents of this document and hereby accept the school's Commitment Statement to Child Safety and role
description as outlined above.

I declare that I have not been charged or found guilty of any offence which would be incompatible with my position of
trust and responsibility.

Signature: _____ Date: _____