



## Safeguarding Children and Young People Code of Conduct Annunciation Primary School, Brooklyn

18<sup>th</sup> July 2016

Central to the mission of Annunciation School, Brooklyn 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.

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

All staff, volunteers, contractors and clergy at Annunciation, Brooklyn are expected to actively contribute to a school 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.

### **ACCEPTABLE BEHAVIOURS**

All staff, volunteers, contractors and clergy are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect by 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 has been abused and/or are worried about their safety and/or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children; for example, by never questioning an Aboriginal child's self-identification

- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds; for example, by having a zero tolerance of discrimination
- promoting the safety, participation and empowerment of children with a disability; for example, during personal care activities
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to the school's leadership and ensuring any allegation is reported to the police or child protection
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- reporting any child safety concerns to the school's leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

## UNACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors and clergy members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism; for example, the offering of gifts or special treatment for specific children
- exhibit behaviours with children which may be construed as unnecessarily physical; for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area
- put children at risk of abuse; for example, by locking doors
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children; for example, personal social activities
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, culture, race, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of our organisation without the school's leadership consent; for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching. Accidental contact, such as seeing people in the street, is appropriate
- have any online contact, including social media, email, instant messaging etc, with a child or their family, unless necessary, for example providing families with e-newsletters or assisting students with their work
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social media networking sites or email addresses
- photograph or video a child without the consent of the parents or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or school events in the presence of children

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Annunciation School leadership.

If you believe a child is at immediate risk of abuse phone 000.

I, \_\_\_\_\_, confirm I have been provided with a copy of the above

Code of Conduct and agree to adhere to this Code of Conduct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_