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Belong to
something bigger.

Child Safety Code of Conduct



Ilim
College

Child Safety Code of Conduct

Purpose

Our Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults in all environments of Ilim College (**College**) towards children. It serves to protect students, reduce any opportunities for any form of abuse to occur, and promote child safety in the College environments. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

The Child Safety Code of Conduct provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. This Child Safety Code of Conduct has a specific focus on promoting child safety and wellbeing in the College environment and safeguarding children and young people against abuse and any other form of harm. It is intended to complement other professional and occupational codes.

All College Board members, the Chief Executive Officer and all other College staff, volunteers and contractors at the College must sign and abide by this Child Safety Code of Conduct. They are expected to actively contribute to a child safe culture at the College and 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 College Board members, the Chief Executive Officer and all other College staff, volunteers, contractors must:

- ▶ Respect the privacy of children.
- ▶ Protect children from violence, abuse, bullying, torment, ridicule, racism, discrimination and neglect.
- ▶ Respect the language and customs of a child's family.
- ▶ Protect children from child abuse.
- ▶ Maintain a duty of care towards children.
- ▶ Avoid covert or overt sexual behaviours when interacting with children.
- ▶ Maintain appropriate physical and emotional boundaries in their interactions with children.
- ▶ Refrain from possessing or using illegal drugs or alcohol when working with children.
- ▶ 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 including, ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- ▶ Uphold our College's commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy and complying with any other guidelines published by the College with respect to child protection.
- ▶ Treat all students and families in our College community with respect in our College environments as part of

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- ▶ normal social and community activities.
- ▶ Pay particular attention to the needs of students who may be experiencing risk or vulnerability due to their diverse backgrounds or personal circumstances.
- ▶ Use positive and affirming language towards students.
- ▶ Encourage students to 'have a say' and participate, and then listen to them with respect.
- ▶ Help provide an open, safe and supportive environment for all students to interact, and socialise.
- ▶ Listen and respond to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student.
- ▶ 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 any allegations of child abuse or other child safety concerns to one of the College's Child Safe Officers.
- ▶ Understand and comply with all reporting and disclosure obligations (including mandatory reporting) in line with the College's Mandatory Reporting Policy and procedures and the [PROTECT Four Critical Actions](#).
- ▶ Where an allegation of child abuse is made or suspected, ensure as quickly as possible that the student involved is safe and protected from harm.
- ▶ 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 disclosing information to people who have a need to know.
- ▶ Ensure compliance with any and all applicable professional or occupational codes of conduct that apply to them.

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Unacceptable behaviours

All College Board members, the Chief Executive Officer and all other College staff, volunteers, contractors must not:

- ▶ Display behaviours or engage with students in ways that are not justified by the educational or professional context.
- ▶ Use prejudice, oppressive behaviour or inappropriate language with students.
- ▶ Express personal views on cultures, race or sexuality in the presence of students or treat a child or student unfavourably because of their age, gender, culture, race, ethnicity, vulnerability, sexuality or disability.
- ▶ Engage in open discussions of an adult nature, discuss intimate topics or use sexualised language in the presence of students, except when needed to deliver the school curriculum or professional guidance.
- ▶ 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 a 'special' relationship with any students that could be seen as favouritism or amount to 'grooming' behaviour (for example, the offering of gifts or special treatment).
- ▶ 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 directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting, etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter.
- ▶ 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 concerns, suspicions or disclosures of child abuse or other harm.
- ▶ Ignore an adult's overly familiar or inappropriate behaviour towards a student.

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- ▶ Consume alcohol or take illicit drugs in the College environment or at College events where students are present or work with children while under the influence of alcohol or illegal drugs.

Consequences for breaches of this Child Safety Code of Conduct

All College Board members, the Chief Executive Officer and all other College staff, volunteers and contractors who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional or occupational code of conduct or terms of engagement or appointment (as applicable).

Disciplinary procedures may result in a range of measures (depending on the severity of the breach) including but not limited to remedial education, counselling, increased supervision, the restriction of duties, appointment to an alternate role, suspension. In the case of serious breaches, disciplinary procedures may include termination of employment, contract or engagement/appointment.

In appropriate cases, a breach may be referred to Victoria Police and/or a

regulatory body (eg. VIT, CCYP reportable conduct scheme).

Report any concerns or breaches of this Child Safety Code of Conduct

If any person has any concern that this Child Safety Code of Conduct has been breached, or has concerns that a student associated with the College may be subject to abuse or harm, they are asked to contact:

- ▶ one of the College's Child Safe Officers; or
- ▶ the College's Senior Child Safety Officer/Chief Executive Officer, if the breach or suspected breach relates to a Child Safe Officer/Campus Principal, or the Executive Principal or a College Board member; or
- ▶ the Chair of the College Board, if the breach or suspected breach relates to the Senior Child Safe Officer/Chief Executive Officer.

Our Child Safe Officers are listed on our website at www.iljimcollege.vic.edu.au.

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.

I, _____, confirm I have been provided with a copy of the above Child Safety Code of Conduct and will abide by it.

Signed:

Date: