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|  | CHILD SAFETY CODE OF CONDUCT |
| Approved: College Board | Date approved: 2 August 2016 |
| Responsible Officer: The Principal | Policy Review Date: 12 January 2017 |

CODE OF CONDUCT FOR STAFF, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE AT BILLANOOK COLLEGE

INTRODUCTION

All staff, volunteers, contractors and board members of Billanook College are required to observe child safe principles and expectations for appropriate behavior towards and in the company of children, as noted below; and are required to abide by this code.

Billanook College adheres to the standards contained within the Victorian Government Ministerial Order 870 *Child Safe Standards – Managing the risk of child abuse in schools*, and promotes and maintains a zero tolerance stance to child abuse in all its forms.

This code does not replace any legislative or regulatory obligations or specific professional codes of conduct (e.g. *Victoria Teaching Profession Codes of Conduct and Ethics*) that apply to staff at Billanook.

This code should be read in conjunction with the Billanook College Child Safety Policy.

CODE OF CONDUCT

Under the Principal, the College Leadership Team will:

- Be responsible for the overall welfare and wellbeing of students, staff and volunteers;
- Be accountable for managing and maintaining a duty of care towards students, staff and volunteers; and
- Provide information, guidance 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 Billanook College will:

- Work towards the achievement of the College's vision and mission;
- Operate within and adhere to the policies and guidelines of Billanook College, including the College's Child Safety Policy;
- Take all reasonable steps to protect children from abuse and to maintain a child-safe environment (Note: Environment includes out of hours, off site, online – refer Child Safety Policy for full definition of school environments);
- Be fair, considerate, respectful and honest with everyone in the school community (this includes staff, volunteers, students, children, young people and parents);
- Listen and respond appropriately to the views and concerns of children and young people;
- Promote the cultural safety, diversity, participation and empowerment of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable;
- Act as positive role models in their conduct with children and young people;
- Set clear boundaries about appropriate behaviour between adults and the children and young people they work with in the College;
- Be professional in their actions at all times;
- Maintain strict impartiality;
- Comply with specific organisational guidelines on physical contact with children (refer Staff Protocols in the Staff Handbook);
- Respect the privacy of children, their families and carers, and only disclose information to people who have a need to know – refer the College's Privacy Policy;

- Understand and comply with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (refer Mandatory Reporting Policy);
- Report any child safety concerns to the Principal or a member of the College Leadership Team;
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe; and
- Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

- Ignore or disregard any suspected or disclosed child abuse;
- Put children at risk of abuse;
- Shame, humiliate, oppress, belittle or degrade children or young people;
- Unlawfully discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability;
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- 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 (for example toileting and bathing arrangements, or changing clothes);
- Be alone with a child or young person unnecessarily or without a valid context and for more than a very short time. It is recommended that a second staff member be present when personal counselling is involved;
- Show favouritism to a child through the provision or acceptance of gifts or inappropriate attention;
- Arrange personal communication or contact, including via written or electronic means (including but not limited to email, text messages, phone, social networks), with children or young people outside of the College’s educational programs and activities; or without a valid context. Staff must not breach the boundaries of their profession;
- Photograph or video a child or young person without a valid educational context – refer the College’s Privacy Policy;
- Work with children or young people while under the influence of alcohol or illegal drugs (refer Staff Protocols);
- Express personal views on cultures, race or sexuality in the presence of children;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Use inappropriate language in the presence of children; or
- Do anything in contravention of the College’s policies, procedures or this Code of Conduct.

What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the College.

I have read this Code of Conduct and the Child Safety Policy and agree to abide by it at all times to protect myself and the children I am in contact with through my work for Billanook College.

Name: _____

Signed: _____ Date: _____