



Newcomb Secondary College

Child Safe Code of Conduct

for Staff and Volunteers

Background

The child safe standards require organisations that provide services for children to have a code of conduct that establishes clear expectations for appropriate behavior with children. A code of conduct can help you enforce appropriate behavior with children in your organization to help protect children from abuse.

The Child Safe Code of Conduct is to be adhered to in conjunction with:

- the Victorian Institute of Teaching Professional Code of Conduct
- relevant Ministerial Orders under the Education and Training Reform Act 2006

Aim

This code of conduct outlines expected standards for appropriate behavior by Newcomb Secondary College staff members, community members including volunteers, with and in the company of children, including online communication and conduct.

Implementation

All staff, volunteers and college council members of Newcomb Secondary College are required to observe child safe principles and expectations for appropriate behavior towards and in the company of children, as noted below.

All personal of Newcomb Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Adhering to the Newcomb Secondary College Child Safe Policy at all times and upholding the College statement of commitment to child safety at all times
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect
- 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 or the safety of another

- Promoting the safety, participation and empowerment of all children in our college and be supportive of children from diverse backgrounds including Aboriginal children, students with disabilities and different cultural backgrounds
- Ensuring as far as practicable that adults are not left alone with a child
- Reporting any allegations of child abuse to the College Child Safety Team - Wellbeing Team, Student Support or Principal Class – and ensuring any allegation is reported to the police or child protection
- Reporting any child safety concerns to the College Child Safety Team - Wellbeing Team, Student Support or Principal Class – and ensuring any allegation is reported to the police or child protection
- If an allegation of child abuse is made, ensure as quickly as possible that the child/ren are safe
- Engaging children to ‘have a say’ and participate in all relevant organisational activities where possible, especially on issues that are important to them
- Access to School Nurse or Doctor

All personal of Newcomb Secondary College must not:

- 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 constructed as unnecessary physical interaction
- Put children at risk of abuse (for example, by locking doors or blocking doorways or failing to report allegations of abuse)
- Do things of a personal nature that a child can do independently, 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 culture, race ethnicity or disability
- Have contact with a child or their family outside of our organisation without our child safety team’s knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate.
- Have any online contact with a child or their family including social media unless necessary for example providing families with e-newsletters, school Facebook pages, learning progress or access to the curriculum
- Ignore or disregard any suspected or disclosed child abuse

Further to the above expectations, all teaching staff must also abide by the Victorian Teaching Profession Code of Conduct including Principle 1.5: *Teachers are always on a professional relationship with student in their school, whether at school or not.* Teachers hold a unique position of influence and trust that should not be violated or compromised. They exercise their responsibilities in ways that recognise that there are limits or

boundaries to their relationships with students. Examples of a professional relationship being violated would include a teacher:

- Having a sexual relationship with a student
- Using sexual innuendo or inappropriate language and/or material with students
- Touches a student without a valid reason
- Holds conversations of a personal nature or has contact with a student via written or electronic means including email, letters, telephone, text message or chat lines, without valid context
- Accepts gifts, which could be reasonably perceived as being used to influence them, from students or their parents

A professional relationship may be compromised if a teacher:

- Attends parties or socialises with students
- Invites a student or students back to their home, particularly if no-one else is present

By observing these standards and expectations you acknowledge your responsibility to abide by this Code of Conduct and immediately report any breach of this Code of Conduct to a representative of the Newcomb Secondary College Child Safety Team.

If you believe a child to be in immediate risk of abuse phone '000'

Declaration

I agree to adhere to this Code of Conduct:

Full Name:	
Signature:	
Date:	
Principal Nominee:	
Signature:	
Date:	