



Sacred Heart College is a community where Jesus is known and loved and the dignity of each person is respected. Our Child Safety Code of Conduct is a high-level statement of professional boundaries, ethical behaviour and positive relationships. The wellbeing of all children in our care is central to who we are as a community. Our Child Safety Code of Conduct is designed to protect children from harm by being transparent, practicable and accessible.

Our Child Safety Code of Conduct outlines appropriate standards of behaviour for all members of our community. It serves to protect our children, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. As guided by the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA), where a staff member breaches the Code, Sacred Heart College may take disciplinary action, including in the case of serious breaches, summary dismissal.

Sacred Heart College has the following expectations of behaviours and boundaries for all teaching staff, non-teaching staff, council members, volunteers, third party contractors, external education providers and parents/carers.

All staff, council, volunteers and external providers of the College are directly responsible for:

- Behaving as positive role models in our Sacred Heart community.
- Promoting the safety, welfare and wellbeing of students.
- Being vigilant and proactive in regard to student safety and child protection.
- Treating all students with respect.
- Providing age appropriate supervision for students.
- Engaging in age appropriate conversations with students.
- Complying with guidelines published by the College in respect to child protection.
- Providing opportunities for student voice where they are listened to with respect.
- Promoting the safety, participation and empowerment of students with a disability and vulnerability.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, in addition to those with cultural and/or linguistically diverse backgrounds.
- Using positive and affirming language.
- Encourage students to 'have a say' and then listen to them with respect.
- Ensuring, where practicable, meetings with an individual student or small group of students occur in College meeting rooms, open spaces or classroom with clear visibility. In this context, conversations need to be focused on the educational and wellbeing needs of the student/s.
- Respecting cultural, religious and political differences.
- Helping provide an open, safe and supportive environment for all students to interact, and socialise.
- In line with our Positive Relationships Policy, intervening when students are engaging in bullying behaviour towards others or acting in a humiliating or vilifying way.
- Reporting any breaches of this Child Safety Code of Conduct.
- Reporting concerns about child safety to one of our Child Protection Officers and ensuring that your legal obligations to report allegations externally are met.
- Acting with immediacy where an allegation of child abuse is made to ensure student safety.
- Calling the Police on 000 if you have immediate concerns for a student's safety.
- Respecting the dignity of the individuals by maintaining the privacy of students and their families and only disclose information to people who need to know.



All staff, council, volunteers and external providers of the College are directly responsible for NOT:

- Engaging in any form of inappropriate behaviour towards members of the Sacred Heart community.
- Using prejudice, oppressive behaviour or inappropriate language with students.
- Expressing personal views on cultures, race or sexuality which belittle or vilify in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engaging in undisclosed or private meetings off campus with students who are not your own children.
- Engaging in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engaging 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.
- Engaging in any form of physical violence towards a student including inappropriately rough physical play.
- Engaging in behaviours or disciplinary action that has the potential to cause a student serious physical, emotional or psychological harm.
- Developing relationships with students that could be seen as favouritism, in the practice of giving unfair preferential treatment to one person or group at the expense of another. For example, the offering of excessive gifts or special treatment for specific students.
- Engaging in inappropriate personal communications with a student through any electronic medium.
- Taking or publishing (including online) photos, movies or recordings of a student without parental/carer consent.
- Posting 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 (with the exception of College approved publications and platforms).
- Ignoring or disregarding any suspected or disclosed child abuse.

Our Child Protection Program includes a Staff and Student Professional Boundaries Policy and a Staff Charter that provides detailed guidance for all members of our community on how to develop positive and appropriate relationships.

REPORTING CONCERNS

Our Program provides detailed guidance for members of staff, the Advisory Council, and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our nominated Child Protection Officers. It contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Third party contractors, external education providers, indirect contact volunteers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the College's Child Protection Officers. Communications will be treated confidentially on a 'need to know basis'.

Communications will be treated confidentially in support of the dignity of the individuals involved. **Whenever there are concerns that a child is in immediate danger the Police should be called on 000.**

Please refer to the following CESA Document [Protective Practices](#)

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| Policy Title | Child Safety Code of Conduct Policy |
| Ratified by Executive and College Council | February 2019 |
| Policy due for review | February 2022 |