


St Francis Xavier Primary School	Review Date: 29.10.18	
Version 0.2	Date of Next Review: 29. 10. 2020	

Child Safety Employee Code of Conduct

Introduction

Central to the mission of St Francis Xavier Montmorency 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 St Francis Xavier Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes and legislation.

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards children and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides anyone engaged by St Francis Xavier Primary School with guidance on how best to support students and young people and how to avoid or better manage difficult situations.


Scope

This Code of Conduct applies to all staff members (teaching and non-teaching), clergy, parish staff, casual relief staff and contractors engaged by the school.

Acceptable behaviours

All staff members (teaching and non-teaching), clergy, parish staff, casual relief staff and contractors are responsible for supporting the safety of children by complying with the following 'acceptable behaviours':

- » Adhering to the School's Child Safety Policy and associated procedures at all times.
- » Taking all reasonable steps to protect students from abuse.
- » Treating everyone in the school community with respect (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 students, particularly if they are telling you that they or another student or young person has been abused and/or are worried about their safety or the safety of another child.
- » Taking account of the diversity of Aboriginal students and the needs of **all** students in relation to age, gender, race, culture, language, disabilities and sexuality
- » Promoting the cultural safety, participation and empowerment of **all** students, including those from diverse backgrounds (eg by never questioning a child's aboriginality and by having a zero tolerance policy towards discrimination)


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- » Ensuring as far as practicable that adults are not left alone with a student or young person.
- » Reporting all child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct immediately to the Principal and/or the School's Child Safety Officer immediately.
- » Using only official school approved email accounts and other approved forms of digital technology for communication relating only to school work and extra-curricula activities.
- » Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- » If an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible.

Unacceptable Behaviours

All staff members (teaching and non-teaching), clergy, parish staff, casual relief staff and contractors must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct
- » Develop any 'special' relationships with students or young people that could be seen as favouritism (eg offering gifts or special treatment for specific students, other than approved school awards).
- » Initiate or encourage unnecessary physical contact with students or young people (such as inappropriate sitting on laps).
- » Do things of a personal nature that a student can do for themselves (such as toileting or changing clothes).
- » Engage in open discussions of a mature or adult nature in the presence of students.
- » Exchange personal, private contact details such as phone numbers, social networking profiles or email addresses with students for social or unrelated non-school communication.
- » Communicate directly with a student through personal or private contact channels (including by social media, instant messaging, texting, etc).
- » Display any behaviour, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may view it, in particular students.
- » Use inappropriate language in the presence of students.
- » Use prejudice, oppressive language or behaviour in the presence of, or with children.
- » Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students.

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- » Discriminate against any student because of age, gender, race, culture, sexuality, ethnicity or disability.
- » Work with children under the influence or effects of illegal drugs or alcohol.
- » Consume alcohol on school premises without the consent of the Principal (or person acting in this capacity) at a school event or in the presence of students.
- » Photograph or video a student or young person in a school environment without permission from their parent and in accordance with the St Francis Xavier School Privacy Policy or where required for duty of care purposes.

Please note: Where a staff member has an existing relationship with a student or families outside of school, it is essential that they act in a manner that upholds and promotes the expected conduct outlined in the policy and avoids jeopardising the safety of the student.

Obligation to Comply With This Code of Conduct

Staff members (teaching and non-teaching), clergy, parish staff, casual relief staff and contractors are obliged to comply with this Code of Conduct. If any of these people are suspected of breaching any obligation, duty or responsibility within this Policy, St Francis Xavier Primary School will thoroughly investigate and take appropriate action as outlined in the Grievance Policy and under our mandatory reporting obligations.

Acknowledgement

I have read and understood the St Francis Xavier Primary School Code of Conduct and agree to abide by it at all times.

Name:
Signature:
Date:

Acting Principal:	Nicholas Boyhan
Signature:	
Date:	03.02.19