

St Francis Xavier Primary School	Review Date: 07. 03. 2019	
Version 0.2	Date of Next Review: 07. 03. 2022	

School Community Child Safety Code of Conduct

Introduction

This School Community Child Safety Code of Conduct has a specific focus on safeguarding our students and young people at St Francis Xavier Primary School against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the [Victorian Government's Ministerial Order No 870](#) to support the school's 'Professional Child Safety Code of Conduct' and defines expectations of parents and those members of the school community, who may, at times, act as volunteers.

Purpose

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards students and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides members of the broader school community with guidance on how best to support students or young people, and how to avoid or better manage difficult situations.

Scope

This Code of Conduct applies to all parents, parent volunteers, members of the School Advisory Council, Parent's Association, Works and Maintenance Committee and other school committees, who volunteer their services to the St Francis Xavier school in 'Child Connected Works', whether the volunteering is frequent or infrequent.

Child Connected Work

Child Connected work is defined as: *'Work authorised by the school's Principal or members of the Leadership Team performed by an adult in the school environment while children are present or are reasonably expected to be present'* [Victorian Government's Ministerial Order No 870](#)

For the purpose of this School Community Child Safety Code of Conduct, 'Child Connected Work' includes activities such as volunteering as a parent helper, guest speaker, members of the School Advisory Council, Parent's Association, Works and Maintenance Committee and other school committees. This also applies to members of the school community who infrequently volunteer their services at working bees, maintenance works, school sporting events, concert rehearsals or other like activities.

Acceptable behaviours

All parents, parent volunteers, members of the School Advisory Council, Parent's Association, Works and Maintenance Committee and other school committees are responsible for supporting the safety of our students, young people and broader school community by complying with the following 'acceptable behaviours':

- » Adhering to the 'School Community Child Safety Code of Conduct' (this Code) and associated procedures at all times.
- » Taking all reasonable steps to protect students and young people from all forms of abuse.

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- » Respecting the privacy of all students and young people and their families.
- » All Volunteers involved in 'Child Connected Work' must obtain and present to the office a copy of a current Working with Children Check. The Volunteer will then be given authorisation to commence volunteer duties. Where required by the Principal a volunteer may have to submit a current Police Check certificate.
- » Before undertaking any 'Child Connected Work' all volunteers are to attend a Volunteer Training Workshop conducted by the school, at the beginning of each school year.
- » Any SFX parent/carer without a Working With Children Check who infrequently offers to volunteer their services in Child Connected Work may only do so after gaining authorised permission and will be supervised at all times while carrying out the assigned duties.
- » Ensuring at all times that those participating in 'Child Connected Works' are never left alone with a student or young person. Where possible students and young people should remain in groups at all times. Where this is not possible, all 'Child Connected Works' must be undertaken in an open and visible environment, in close proximity to a member/s of St Francis Xavier Primary School staff.
- » Treating everyone within the school community with respect including students, young people, staff members, other parents and service providers. This includes listening to and valuing their ideas and opinions.
- » Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused and/or are worried about their safety or the safety of another child. These disclosures must be reported to the supervising teacher in the first instance, the Principal, a member of the school's Leadership Team or Child Safety Officer immediately.
- » Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- » Promoting the cultural safety, participation and empowerment of all students and young people in all activities, including those from diverse backgrounds.
- » Maintaining relationships with other school community members and their children that are supportive and respectful.
- » Reporting all child safety complaints, suspected abuse, disclosures or breaches of the School Community Child Safety Code of Conduct to the supervising teacher, in the first instance, a member of the school's Leadership Team or Child Safety Officer immediately.
- » If an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible and then reporting this to the Principal, a member of the school's Leadership Team or Child Safety Officer as soon as possible.

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Unacceptable Behaviours

All parents, parent volunteers, members of the School Advisory Council, Parent's Association, Works and Maintenance Committee and other school committees must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the 'School Community Child Safety Code of Conduct'.
- » Maintain relationships with other members of the school community that exposes, or has the potential to expose, any student or young person to intimidation, ridicule, abuse, violence, bullying or neglect.
- » Disclose to any member of the school community, including their own children, confidential information obtained as a result of participating in 'Child Connected Works'. (ie discussing with any person a student's or young person's academic, social, emotional, physical and spiritual strengths and challenges).
- » Engage in unauthorised 'Child Connected Works'.
- » Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of gifts or special treatment for specific students).
- » Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps).
- » Do things of a personal nature that a student or young person 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 or young people.
- » Speak aggressively to, or discipline a student or young person whilst participating in 'Child Connected Works'.
- » Exchange personal contact details such as phone numbers, social networking profiles or email addresses with students or young people.
- » Have unauthorised contact with students or young people 'on line' via email, social networking sites, by text message or other like means.
- » Display any behaviour or participate in conversations, in person or 'on-line', which could be construed as inappropriate or disrespectful to students and young people.
- » Degrade, ridicule, intimidate or bully a student, young person or any member of the school community.
- » Use inappropriate language in the presence of students, young people and other members of the school community.

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- » Use prejudice, oppressive behaviour or language in the presence of, or with students, young people and other members of the school community.
- » Express personal views on cultures, race, religion, ethnicity, sexuality or disabilities in the presence of students, young people and other members of the school community.
- » Discriminate against any student, young person or member of the school community because of culture, race, religion, ethnicity, sexuality or disability.
- » Attend the school under the influence or effects of illegal drugs or alcohol.
- » Consume alcohol without the prior knowledge and consent of the Principal or a member of the Leadership Team on the school premises, at a school event or in the presence of students or young people.
- » Photograph or video a student or young person at a school event without the consent of the Principal or a member of the Leadership Team.

NB: Many parents of students enrolled at St Francis Xavier have given consent to the school Principal for staff and authorised parent volunteers to photograph and video their child/ren for educational purposes and school promotion. However, this consent **cannot** be given over by the school to another parent. Therefore the school does not permit parents/ carers to take photographs and videos of other students at school events. Unauthorised parents who photograph, video etc.. other students without the consent of their parent/carer is in breach of the Privacy law.

Failure to Comply With This Code of Conduct

Where parents, parent volunteers, members of the School Advisory Council, Parent's Association and other school committees is suspected of breaching any obligation, duty or responsibility within this Code of Conduct, St Francis Xavier Primary School will take immediate action to address the concern. Where deemed appropriate, a breach of this Code of Conduct may be referred to Victorian Police.

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Acknowledgement

I have read and understood the St Francis Xavier Primary School Code of Conduct and agree to display behaviours that safeguard students, young people and other members of the school community at St Francis Xavier Primary School against sexual, physical, psychological and emotional abuse or neglect. The term of this agreement will be for the duration of my child/ren enrolment at St Francis Xavier Primary School.

Name/s:
Signature/s:
Date:
Others Names & signature/ Date

Acting Principal: Nicholas Boyhan
Signature: 
Date: 07/03/2019

This acknowledgement is made for the duration of the Child's enrolment at St Francis Xavier School. Further requests for acknowledgement will only be requested in the event of a significant change to the Child Safety Policy.