

Child Safety - Staff Code of Conduct

Includes: Volunteers, Contractors, Clergy and Board Members

At De La Salle College, we are committed to our faith, our educational community and our spirit of service and compassion. Our Lasallian charism guides, nurtures, challenges and encourages all our endeavours. We value our role in the international Lasallian network and strive for meaning, relevance and creativity to deliver a quality education for our young men in a 21st century learning environment. We are committed to ensuring the safety of all children/young people in our care.

This Staff Code of Conduct has a specific focus on safeguarding children/young people at De La Salle College, Malvern against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff at De La Salle College, Malvern are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children/young people, as noted below.

School **staff** means an individual working in a school environment who is:

- a) directly engaged or employed by a school governing authority;
- b) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary);
- c) a minister of religion. ([Ministerial Order No. 870](#))

All staff are responsible for supporting the safety of children/young people by:

- Adhering to the College's Child Protection Policy and upholding the College's statement of commitment to child safety at all times;
- Taking all reasonable steps to protect children from abuse;
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*;
- Reporting any child safety concerns to the College Executive;
- Reporting behaviour from staff or students that is concerning directly to the Principal.

Acceptable behaviours are considered to be:

- Adhering to the College's child safe policy and upholding the College's statement of commitment to child safety at all times;
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification);
- Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities);
- Acting in a professional and courteous manner in all correspondence with children/young people and their families and the community;
- Treating everyone in the College community 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 or that they are worried about their safety or the safety of another child;
- Using non-aggressive and professional language at all times when speaking to students;
- Encouraging appropriate behaviour between peers;
- If an allegation of child abuse is made, ensuring as quickly as possible that the child(ren)/young people are safe;
- Ensuring as far as practicable that adults are not alone with a child;
- Acknowledging that the College Counsellors and First Aid Officers have different professional standards which necessitate the need for closed door conversations;
- Giving gifts as approved by the College;

- Reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher;
- Reporting to the Department of Justice and Regulation any charges, committals for trial or convictions in relation to a sexual offence by a non-teaching staff member, or certain allegations or concerns about a non-teaching staff member that would affect a Working with Children Check.

Unacceptable behaviours are considered to be:

- Suggesting, initiating or engaging in any intimate or sexual contact with students;
- Developing any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children or fostering close relationships outside of professional duties);
- Discriminating against any child, including but not limited to: age, gender, race, culture, vulnerability, sexuality, ethnicity or disability;
- Discussing intimate personal details with students;
- Using language that is demeaning, abusive or belittles the student;
- Ignoring or disregarding any disclosed or suspected child abuse;
- Using a personal mobile phone to take photos of students;
- Using an unauthorised camera to take photos of students without College approval;
- Accessing and storing inappropriate images on College devices;
- Befriending or engaging with students on social media, via personal email, mobile device or websites;
- Allowing students to view inappropriately rated and contextually inappropriate visual/audio material;
- Expressing personal views on cultures, race or sexuality in the presence of children;
- Consuming of alcohol in the presence of students on the College premises;
- Consuming of alcohol on any College tour;
- Using illicit drugs is forbidden;
- Using the same bathroom facilities as students on campus, camps or retreats;
- Female staff members must not be present in change rooms when students are changing;
- Privately tutor De La Salle students outside of their normal teaching duties for money;
- Driving students in a private car unless sanctioned by the College and approved by the parent.

No document can cover every possibility or be all inclusive of all acceptable/unacceptable behaviours, please refer any concerns to a member of the College Executive Team.

All staff will be requested to commit to this on an annual basis during their professional learning appraisal.

Breaches of Policy

De La Salle College staff who are alleged to have breached this Staff Code of Conduct will be referred to the Principal who will manage the issue in accordance with Clause 13 of the VCMEA 2013 Managing Employment Concerns.

Any allegations of a breach off the Staff Code of Conduct should be reported to the Principal unless the matter relates to the Principal, then report the matter to a member of the Executive Team.

Approval:

Responsible Officer:	Principal
Approval Body:	College Board
Approval Date:	27.07.2016
Previous Approval:	New Code
Next Scheduled Review:	January 2017

In line with Ministerial Order 870 requirements, please sign the note of acceptance in both copies, one copy will be retained by the College and the second copy is for your records.

Acceptance

I, _____, confirm I have been provided with a copy of the above Staff Code of Conduct.

Signed: _____ Date: _____