



Staff Code of Conduct



“

OUR MISSION
is to provide a
Christ-centred
Education in a caring
community and to
equip students for the
21st Century.

”

1. RATIONALE

Foundation Christian College is committed to providing a child-safe environment, which safeguards all students and is dedicated to promoting practices that provide for the safety, well-being and welfare of our children and young people.

Foundation Christian College expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment. College staff are in a unique position of responsibility and authority and must make every effort to uphold our College child-safe environment. Teachers are of primary importance when it comes to detecting abuse and preventing abuse from occurring.

The Code of Conduct is underpinned by the College's values of teamwork, integrity, honesty and performance. Each is responsible for their own behaviour and must be accountable for the behaviour choices made and the impact it has on colleagues, the students and their families.

*Therefore, if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of others. **Philippians 2: 1-15***

*Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust, evil desires and greed, which is idolatry. Because of these, the wrath of God is coming. You used to walk in these ways, in the life you once lived. But now you must also rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips. Do not lie to each other, since you have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator. Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. **Colossians 3***

We have a common purpose to uphold and fulfil all aspects of the constitution of Foundation Christian College which guides us as to our common faith and standing before God; the importance of the family and the purpose of the College.

Foundation Christian College is guided in the formulation of our Child Safe policies by the National Principles for Child Safe Organisations.

“The Code of Conduct is underpinned by the College's values of teamwork, integrity, honesty and performance.”



2. CORE VALUES

2.1 Loving God

This is the banner over all our values. Being personally accountable to God. We value a personal relationship with Christ. Being wholly dedicated to God to be Holy. Offering all to God and being honest with God. We strive to display love, joy, peace, patience, kindness, goodness, humility and self-control in our character.

2.2 Loving Others

The values of thoughtfulness, selflessness, kindness, nurture, empathy, mercy, support, encouragement, love, patience, generosity, gentleness, having a servant heart and inclusiveness, appreciating every human as an image bearer of God are fostered in the College. The respectful acknowledgment of different beliefs and values, the fostering of mutual trust and understanding, being accountable for one's own actions, making positive contributions in the community, taking care of the environment, upholding the value of law and order in the community.

2.3 Wisdom and Discernment & Learning

Effective teaching and learning involves, at times, risk taking in a safe environment, knowing and understanding God's mind and His purposes, being faithful to God's Word, weighing issues against God's Word, being careful, thoughtful and reflective in the face of challenges and crises, being a careful listener, weighing one's words carefully and speaking the truth in love. Staff and students need to be life-long learners, pursuing knowledge, personal growth and seeking the transformation of understanding to change behaviour and practice by application.

2.4 Partnership with parents & Family

The education of children is the primary responsibility of parents which is delegated, in part to the College. Open and accurate two-way communication should occur regularly. Parents are empowered to have appropriate input to the College and in classrooms. Promoting marriage and family life, promoting fidelity and integrity in marriage, honouring the rights of parents to determine the character of the influences that their children are exposed to, encouraging children to honour their parents, giving effective voice to parents within the life of the school, assisting parents in the nurture and discipline of their children, supporting parents through the challenges of parenting.



3. SCOPE

The code of conduct details the standards of behaviour expected of all employees of the College.

This code does not attempt to provide a rigid, detailed and exhaustive list of what to do in every aspect of work. Instead, it sets out general expectations of the standards of behaviour required and gives some examples of the types of behaviour that are or are not acceptable. The code places an obligation on all staff members and approved volunteers to take responsibility for their own conduct and to work with colleagues cooperatively, to achieve a consultative and collaborative workplace where children are safe and people are happy and proud to work. This code of conduct seeks to make our College a safer environment for children, it also seeks to reduce the risk that staff will be unjustly accused of unprofessional or criminal conduct. Nothing in this code should be taken to limit the circumstances in which the College may take disciplinary action in respect of an employee.

This code should be read in conjunction with related policies such as the Student Code of Conduct, The Staff Handbook and related Child Safe policies on the detection and reporting of suspected grooming.



4. POLICY

All employees of the College must comply with this Code of Conduct. Volunteers, visitors and contractors are also expected to comply with this Code. Staff, visitors, volunteers and contractors will be held accountable for breaches of the Code.

4.1 How to Comply

You must conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the College, comply with College policies and procedures, and behave respectfully, ethically and responsibly, at all times. Such expectations of conduct apply not only during working hours, but at all times during College hours and when away from the College in public and personal life.

The responsibility for engaging or managing external consultants, contractors or volunteers requires the College to make all visitors on campus to aware of the College expectations of conduct consistent with the College Code of Conduct during the period of their engagement. Visitors should be informed that any conduct that is not consistent with the Code may result in the engagement of a contractor, consultant or volunteer being terminated.

4.2 Children and young people's participation and empowerment

At Foundation Christian College, children and young people have the right to participate in decisions and processes that affect them. We include them in the development of child safe and friendly practices to uphold this right and as an important strategy in building their confidence.

Children of all ages, cultures and abilities at our College need to feel empowered and supported to raise any concerns they have.

The safety within our College cannot be discussed with children and young people in isolation from their care and safety outside of our College.

When children and young people are empowered and encouraged to discuss safety within our College, they may raise concerns about safety outside of the school, such as in other organisations, at home, online or elsewhere in the community. Our staff and volunteers must be able to respond appropriately to any concern raised by a child or young person regardless of where the problem is occurring.

Empowering children and young people to participate in developing a culture of safety is secondary only to leaders in our school taking responsibility for ensuring the entire organisation is attentive and action-orientated towards being child safe and friendly. Staff and volunteers at our College are trained, encouraged and supported to respond to children and young people, to raise concerns and to enact child safe and friendly practices.

4.3 Principles of the Code of Behaviour

As the College has a duty of care to its students, the expectation and understanding is that all staff and students will act in the best interests of the students and that the welfare and safety of students will be of paramount concern. All interactions, therefore, should be transparent and meet the principles of the Code of Conduct.

This Code of Conduct is intended to provide staff and community members with guidance as to the expected behaviours of all staff, visitors, volunteers and contractors engaged by Foundation Christian College.

Staff should behave in a manner which promotes the safeguarding role of the College, in a manner which is in accord with the College professional expectations and best practice of the teaching profession as detailed in the charter of the Teacher Registration Board of Western Australia (TRBWA) as well as the expected norms of our community. Staff must be fully aware that their actions will be subject to appropriate scrutiny by other staff and by the community and they must be prepared to give an account of their behaviour to the College Executive and College Board if the need arises.



Any staff member who is unsure about appropriate boundaries in a particular circumstance or what constitutes appropriate or inappropriate behaviour must consult with their line manager to discuss the circumstance. If a breach inadvertently occurs, the staff member must bring it to the attention of their line manager and College Principal immediately.

Staff are responsible for their own actions and must avoid any conduct which might be construed by a reasonable person as inappropriate.

When considering their actions, staff could consider the following:

- How might this interaction be perceived by others?
- Am I treating this student differently from others?
- Can I achieve the same outcome through a different interaction?
- Would I do this or say this if a colleague were present?
- Would I condone my conduct if I observed it in another adult?
- What guidance would my employer give me in this situation?

4.4 Employee Expectations

All employees are expected to be familiar with the policies and procedures of the College, know where to access them and comply with the requirements and procedures. The College policy suite is available on the Staff Intranet, which can be accessed via the SEQTA Splash page.

Policies are regularly reviewed, updated and presented to and discussed at staff meetings. Staff members uncertain about the scope or content of a policy with which they are expected to comply, or any legal obligations to which they are subject should seek clarification from their Line Manager.

Staff members are also expected to be familiar with the legislation under which they are employed and the requirements for maintaining their registration with the TRBWA.

Furthermore, all College staff members are expected to:

- Carry out their duties in a professional, competent and conscientious manner.
- Be prepared to seek and undertake relevant professional training opportunities to improve their knowledge and skills.

- Participate in regular reviews of their work performance.
- Follow reasonable instructions given by their line manager. Comply with lawful directions.
- Act honestly and in good faith in fulfilling their duties.
- Ensure that their conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College.
- Be respectful, courteous and responsive in dealing with colleagues, students, parents and members of the public
- Comply with the Staff Dress Code.

4.5 Good Teaching Practice

Employees who work with students have a special responsibility in presenting themselves as appropriate role models to students. Modelling effective leadership and respect in their interactions with students can have a profoundly positive influence on personal and social development.

It is expected that all teachers employed by the College will provide quality teaching appropriate for their students, recognising the diversity of learners in their care and making every effort to help all students equally so they have every chance of succeeding. Good teaching also means teachers will work closely with their colleagues, parents and carers of their students, and respond appropriately and promptly to any concerns that are raised.

“Employees who work with students have a special responsibility in presenting themselves as appropriate role models to students.”



In practice this means teachers:

- Are required to differentiate their lesson, planning to cater for all learners and show no favouritism, bias or prejudice in their dealing with students.
- Should facilitate the provision of ancillary support to a student, as is determined by their needs, to enable their equitable access to educational programmes (Examples of ancillary support include extension programmes for gifted and talented students; assistive technologies, counselling).
- Will maintain a safe classroom environment.
- Will maintain regular communication with your students' parents/guardians.
- Will value reflective practice to enable ongoing improvement.

4.6 Respect for People

Staff should understand their responsibilities to safeguard and promote the welfare of students and other staff. The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the reputation of the College. Therefore, all employees are expected to be approachable, respectful, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

In practice this means College staff will:

- Model effective leadership and respect in interactions with staff and students.
- Continually monitor and reflect on their own practice, so as to model appropriate behaviour in keeping with this Code of Conduct.
- Not use rude or insulting behaviour even in jest, including verbal and non-verbal aggression. Abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. Employees must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in such behaviour.
- Not lie about or exaggerate a complaint against another staff member.
- Not engage in unlawful discrimination against, harassment of, or bullying towards a fellow employee, contractor, volunteer, student or parent/guardian. Obligations in this regard are set out in the College Discrimination, Harassment and Bullying Policy. Unlawful harassment or

discrimination may constitute an offence under the Equal Opportunity Act 1984 or Federal industrial or discrimination legislation. Bullying may be a breach of a staff member's obligations under work health and safety legislation and duty of care at Common Law.



4.7 Duty of Care and WHS

College employees have a duty of care to students in their charge to take all appropriate steps to protect them from risks of harm that can be reasonably predicted. For example, preventative measures should be taken against risks from known hazards and foreseeable risk situations. The standard of care that is required, such as the degree of supervision, needs to be appropriate with the students' maturity and ability.

Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

The duty encompasses a wide range of matters, including (but not limited to):

- The provision of adequate supervision.
- Ensuring grounds, premises and equipment are safe for students' use.
- Implementing strategies to prevent bullying from occurring in the school.
- Providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at school.



Duty of Care

As an employee of the school, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, preventative measures should be taken against risks from known hazards and from foreseeable risk situations. The standard of care that is required, such as the degree of supervision, needs to be commensurate with the students' maturity and ability.

Duty of care to students applies during all activities and functions conducted or arranged by the college. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

Work Health and Safety

College Staff also have a responsibility under occupational safety and health legislation to take care of their own health and safety at work. It is also their responsibility to ensure that their activities do not place their own safety at risk and that of their co-workers, students or other persons that they may come into contact with at work.

Considerations of safety relates to both physical and psychological well-being of individuals. Staff members should ensure that they are aware of and comply with the College's Safety and Health policies.



In practice this means College staff will:

- Not expose students or anyone else in the workplace to any risk or hazard.
- Will be familiar with and participate in regular practice of the College evacuation and/or lock down procedures.
- Not leave students unsupervised either within or outside of class.
- Be punctual to class and allocated supervision.
- Will remain with students at after school activities until all students have been collected. In the event that a student is not collected a staff member should remain with the student until collected, or seek advice from their line manager as to what to do.
- Be punctual to Pastoral Care responsibilities and actively supervise their designated area, being vigilant and constantly moving around.
- Respond to bullying or any other form of discriminatory behaviour, and report incidents to the Head of School. For further details refer to the College policies on bullying.
- If personal protective equipment (PPE) is provided, the staff member must so far as they are reasonably able, use or wear it in accordance with the information and instruction and training provided.

4.8 Maintain Professional Relationships Between Employees and Students

Teachers need to treat their students with courtesy and respect, providing an environment that encourages their students to do the same.

As College employees, staff members are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all employees are required to manage and supervise students, it is important for all College employees to understand and observe the College's child protection policies.

The detection and prevention of grooming behaviour is a vital requirement.

In practice this means College staff will:

- Not be alone in an enclosed space with a student. Where a person is left with the responsibility of a single student, they should ensure that this is in an open space in view of others.



- Not transport a student in their car unless they have specific permission from a Head of School or the Principal, another staff member present, and written permission from the parent to do so prior to the event. In an emergency, staff should exercise discretion over any intended action and report the matter to their Head of School or the Principal.
- Ensure private conversations with a student are conducted at a time and venue that avoids either party being placed in a vulnerable situation.
- Seek permission from students before searching through their personal property i.e. school bag for items such as mobile phones, contraband etc. If the student does not permit their belongings to be searched, their school bag (for example) is to be sent to Student Services for the parent to collect and search. The executive may only do this without student consent if a weapon or illegal substance is suspected to be in the student's possession.

In terms of physical contact with students, staff must:

- Not impose any form of corporal or humiliating punishment on a student in the course of their professional duties. For further details refer to the College Behaviour Management Policy.
- Appreciate that where and when physical contact with a student is a necessary part of the teaching/learning experience, it must be exercised with caution to ensure that the contact is appropriate and acceptable and with the student's permission.
- Ensure that attention to the toileting needs of young children is done with caution. It may be appropriate to have the door open. For students with a disability, the management of toileting needs should be included in the student's individual management plan.



Furthermore:

- When congratulating a student, a handshake, a pat on the shoulder or brief hug are acceptable as long as initiated by the student. The kissing of students is not acceptable under any circumstances.
- Where assessing a student who is injured or ill necessitates touching a student, the staff member should always advise the student of their course of action and, if they are conscious, seek their consent.
- Not have a romantic or sexual relationship with a student regardless of the fact that the student is over the age of eighteen years. Whilst the young adult is a student at the College, there is to be no familiarity or relationship.
- Not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Be aware that if a student is being overly familiar, seeking to establish a personal relationship with them or has developed a 'crush' on them, they should report their concerns to their Line Manager as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- At all times when speaking with students to exercise care to use appropriate language. The staff member must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- Exercise caution and discretion about making personal comments about a student or asking questions that probe a student's sexuality or relationships. A staff member must not hold conversations with a student of an intimately personal nature where personal disclosure of information about either party is made. This instead should be referred to the chaplain.
- Not invite students to their home.
- Not visit students at their home.
- Avoid attending parties or socialising with students, unless they have the express permission of the Principal and the child's parents or caregiver. Where the student attends the same church as a staff member, caution and discretion must be exercised over any social contact that may occur.
- Be careful in engaging in tutoring or coaching students from the College without the express permission of the Principal and the parents of the student. A gender difference between the student and staff member necessitates further careful consideration.

- Not invite students to join their personal social networking site or accept students' invitations to join their social networking sites.
- Must avoid giving gifts to students.
- Should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of a staff member's behaviour.

The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the school's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever. It is important that all staff members are aware of and comply with the College's Social Media, Internet and Email Policy.

4.9 Use of Alcohol, Drugs or Tobacco

Occupational Safety and Health is of fundamental importance to the College. Maintaining a safe work environment requires everyone's continuous cooperation.

All staff must not take alcohol to College or consume it during College hours or at any College function at any time when students are present, including those events conducted outside College premises, unless expressly permitted to do so by the Principal. A College function is any occasion organised by the College.

All staff must not have illegal drugs in their possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of their employment, referral to the Police and, in the case of a member of the teaching staff, report to the Teacher Registration Board WA; and / or in the College's name, including socials, farewells, excursions, sporting fixtures and fund raising events.

The College grounds and buildings are a tobacco-free / smoke-free environment. Under no circumstances are staff to engage in smoking in the buildings or grounds, nor in the presence of students at any time.

4.10 Communication and Protection of Confidential Information

Foundation Christian College receives and has the responsibility of managing a large amount of personal and confidential information. This information is not restricted to but includes; personal family details, financial details, the immunization and health related details of its students, parenting orders and court related decisions and directives, student progress and report records.

All College employees need to maintain the confidentiality of this school information and should be aware that there are strong legal requirements around the collection, release and privacy of information.

Before asking for information or disclosing information staff need to assure themselves that they are acting in a legal manner. If unsure you should discuss the matter with your line manager.

In practice this means College staff will:

- Always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.
- Maintain confidentiality when in discussions with parents or family matters by only discussing details regarding their child(ren).

“Occupational Safety and Health is of fundamental importance to the College. Maintaining a safe work environment requires everyone's continuous cooperation.”



- Recognise that all matters discussed in staff meetings and within correspondence are to be treated confidentially and not discussed with students, members of the College community, or the public.
- Refrain from disclosing personal information about another staff member to students, parents, or the community. Refrain from discussing their work performance, except if authorised by the Principal in the context of grievance resolution.
- Understand that media personnel should not be given access to students or allowed entry to the College without the permission of the Principal. A staff member should not make any comments to the media about the College, students or parents without the permission from the Principal.
- Refrain from disclosing private information about students to community members.
- You cannot always give a guarantee of confidentiality especially if the matter under discussion is related to mandatory reporting.
- School employees must be aware that there are strong legal requirements around the collection, release and protection of privacy information.

4.11 Record Keeping

All employees have a responsibility to:

- Create and securely maintain full, accurate and honest records of their activities, decisions, appropriate school-based interactions, and financial transactions.
- To upload or store records in the College's record management systems, as required.
- To not deliberately access school information to which they are not authorised to do so.

In practice this means College staff:

- Will not destroy or remove records without appropriate permission from the Principal or member of the Executive team.
- Will be responsible for the assessing and recording of students' marks in an accurate, fair and consistent manner, to the relevant sub-school Assessment Policy and the requirements of the College.
- Will maintain the confidentiality of all official information and documents which are not publicly available or have not been published.

4.12 Copyright and Intellectual Property

Staff need to be aware that material created, prepared and written during their time of employment at the College is considered the intellectual property of the College. This may apply even if the material was developed in your own time or at home. Where a staff member's own creative input is applied, personal ownership should be acknowledged, and it may be appropriate for the College and the staff member to both retain access to it in the event of the staff member leaving the College.

When creating material, you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials.

For this reason:

- Advice relating to sharing or licensing the College's intellectual property should be sought from the Principal or Business Manager.
- Staff should not give away or assign the College's intellectual property without the approval of the Principal or Business Manager.
- Staff should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal or Business Manager.



4.13 What happens if a breach of the Code of Conduct occurs?

College employees hold a position of trust and are accountable for their actions. All alleged breaches of the Staff Code of Conduct will be subject to scrutiny and, if substantiated, staff may be warned, suspended or have their employment terminated depending on the circumstances. If the breach is considered to be grooming, the College is mandated to report this to the Teachers' Registration Board (where a teacher is involved) and the Department of Education as a critical incident. Any potentially illegal activity will be reported to the Police and appropriate actions will be taken by the Executive Team.

The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.

Employees are required to report all objectively observable behaviour, that is not permitted by the Code, other than those subject to mandatory reporting obligations, to the Principal, Executive member, or the chair of the school's governing body. NB: If the prohibited behaviour is by the Principal then it should be reported to the chair of the governing body, with confidentiality of the informant assured.

Factors the school may consider when deciding what action to take may include:

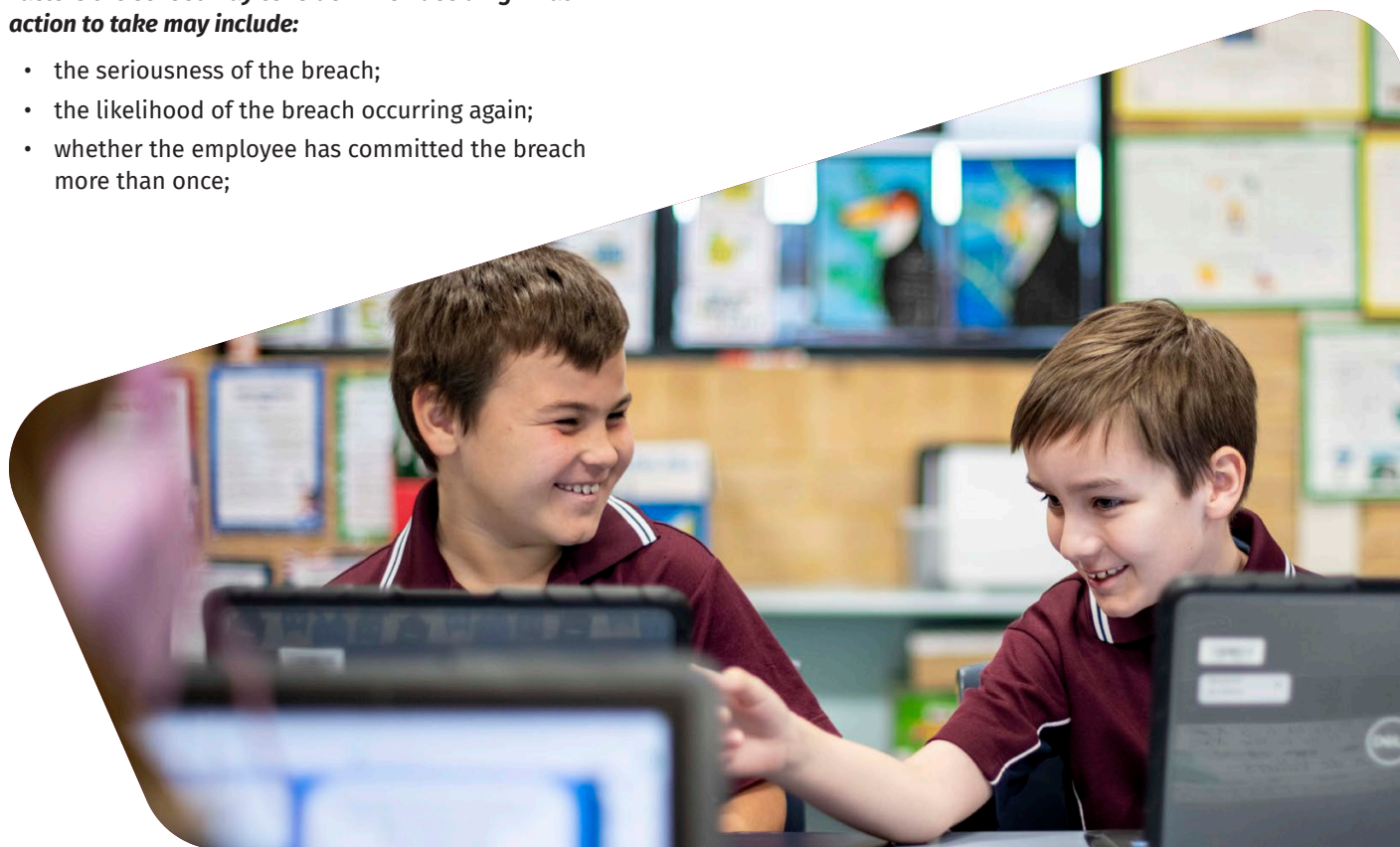
- the seriousness of the breach;
- the likelihood of the breach occurring again;
- whether the employee has committed the breach more than once;

- the risk the breach poses to employees, students or any others; and whether the breach would be serious enough to warrant formal disciplinary action.

Actions that may be taken by the school in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. **This could mean:**

- Reporting of the matter to the appropriate authorities.
- Counselling and / or training to address an identified deficit in the person's professional or personal behaviour.
- Disciplinary action ranging from a warning to termination of employment.
- A decrease in the staff member's teaching FTE or employment hours.

The school reserves the right to determine in its entirety the response to any breach of this Code. However, please note that circumstances where a formal warning is issued to a staff member or their employment is ceased, as a result of a breach that is suspected to have involved grooming behaviour, the matter is required to be notified to the Director General of the Department of Education, as a reportable incident.



Section 42 of the Teacher Registration Act 2012 outlines the circumstances under which registered teachers are to be reported to the Teacher Registration Board of WA (TRBWA). Circumstances where a formal warning is issued to a teacher or their employment is ceased, as a result of a breach of the Code of Conduct that is suspected to have involved grooming behaviour, fits within the requirements of s.42, as well as being a reportable incident to the Director General of the Department of Education. (Please refer to section 2.2 of this document for details of s.42)

5. DEFINITIONS

5.1 Child Abuse

Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

- Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or caregiver.
- Sexual abuse occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:
 - a) the child is the subject of bribery, coercion, a threat, exploitation or violence;
 - b) the child has less power than another person involved in the behaviour; or
 - c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
- Emotional abuse includes:
 - a) psychological abuse; and
 - b) being exposed to an act of family and domestic violence.
- Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged or they are injured. Neglect may be acute, episodic or chronic.

5.2 Corporal Punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm. [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

5.3 Degrading Punishment

Any punishment that is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

5.4 Grooming

The use of a variety of manipulative and controlling techniques with a vulnerable subject in order to establish trust or normalise sexually harmful behaviour with the overall aim of facilitating exploitation and/or avoiding exposure. Please refer to the Child Safe Policy for information on recognising grooming behaviour.



Staff Code of Conduct

I will:

- Act in accordance with Foundation Christian College's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Foundation Christian College.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Report objectively observable behaviour which breaches or is suspected of breaching this Code, (other than those subject to mandatory reporting obligations) to my Line Manager.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Foundation Christian College's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Foundation Christian College's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Foundation Christian College's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required and by Foundation Christian College's policy and procedure on internal and external reporting.
- Comply with Foundation Christian College's protocols on communicating with children.
- Comply with (relevant legislation) and (name of school's) policies and procedures on record keeping and information sharing.

I will not:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Foundation Christian College's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Foundation Christian College's policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.





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