

Safeguarding Children and Young People – Code of Conduct

Commitment to Child Safety

Loreto College Ballarat Board has responsibilities for the safeguarding of children and young people as required by **Ministerial Order No. 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises**.

These arrangements include implementing and complying with Loreto College Ballarat child safe policies and having clear and comprehensive procedures and reporting mechanisms. The objective is for the Loreto College Ballarat and the Loreto College wider community to be confident in the school's capacity to make and implement appropriate decisions, prioritising child safety.

Loreto College Ballarat is committed to:

- zero tolerance of child abuse;
- listening to and empowering children and young people; and
- keeping children and young people safe.

As partners with parents/carers, in Catholic education and open to God's presence, Loreto College Ballarat pursue fullness of life for all students and their school communities. Schools ensure that the care, wellbeing and protection of their students is in keeping with the Catholic tradition, which celebrates the sanctity and unique dignity of each person.

This Code of Conduct has a specific focus on safeguarding children and young people from sexual, physical, psychological, and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, external providers and contractors, clergy and Loreto College Ballarat Board members of the school 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 safety and wellbeing policies as well as the expectations for appropriate behaviour towards, and in the company of, children as noted in the following sections. This includes when attending camps and excursions, supervising online classes, or when engaging with students and their caregivers at any time.

To not follow the standards of acceptable and unacceptable behaviour is a breach of this Safeguarding Children and Young People Code of Conduct and may result in disciplinary action. Some behaviours on their own may be a serious breach of this code of conduct but, together, may indicate a concerning pattern of behaviours that poses a risk to the safety of children. Disciplinary processes will be followed if breaches have been identified.

Acceptable Behaviours

All staff, volunteers, external providers, contractors, visitors, and Loreto College Board members, as well as any other member of the school community involved in child-connected work, are responsible for supporting and promoting the safety of children by:

- Adhering to the school's child safe policies and upholding the school's statement of commitment to child safety and wellbeing at all times
- Taking all reasonable steps to protect children from abuse
- Treating children, young people and families in the school community with respect in the school environment and outside the school environment as part of other social and community activities
- Taking into account the needs of all children and young people, and involving children and young people in decisions about the activities they participate in and welcoming the participation of parents and caregivers
- 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/the safety of another child • 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)
- Treating all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristic
- Never being racist towards anyone and reporting any instances of racism
- Considering the different needs of all children and young people and supporting them to participate fully in programs that help them and their families and caregivers to feel included
- Ensuring as far as practicable that adults are not alone with a child or young person. One-to-one interactions between an adult and a child or young person are to be in an open space or in line of sight of another adult
- Reporting any allegations of child abuse to the school's leadership (or child safety officer)
- Reporting any child safety or wellbeing concerns to the school's leadership (or child safety officer- if possible, insert the person's name)
- Understanding and complying with all reporting and disclosure obligations including mandatory reporting in line with the Loreto College Ballarat PROTECT: Reporting and Responding Obligations (including Mandatory Reporting) Procedures for Schools and the PROTECT Four Critical Actions
- Understanding and complying with all reporting and disclosure obligations as they relate to the Reportable Conduct Scheme, including reporting allegations of reportable conduct in accordance with the PROTECT: Reportable Conduct Scheme Policy
- Responding to all allegations of child abuse and ensuring as quickly as possible that the child(ren) is/are safe
- Reporting to the Victorian Institute of Teaching (VIT) 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
- Ensuring that all applicable professional or occupational codes of conduct are complied with

- Reporting any conflicts of interest that a staff member may have that could affect their ability to perform their role
- Respecting the privacy of children and their families, including keeping all personal information confidential unless required by law to share it
- Upholding the rights of the child and always prioritising their needs.

Unacceptable Behaviours

- Condone or participate in illegal, unsafe, abusive or harmful behaviour towards children or young people; this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct
- Ignore, trivialise or disregard any concerns, suspicions or disclosures of child abuse
- Develop a relationship with a child or young person that could be seen as favouritism or considered tantamount to grooming behaviour (for example, by offering gifts)
- Display behaviours or engage with students in ways that are not justified by the educational or professional context
- Ignore an adult's overly familiar or inappropriate behaviour towards a child or young person
- Treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, is related to schoolwork or extracurricular activities, or where there is a safety concern or other urgent matter
- Photograph or video a child or young person in a school environment except with parental permission
- Touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to teaching children and young people (for example, inappropriate sitting on laps)
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Put children at risk of abuse (for example, by locking doors that would lead to seclusion)
- Verbally assault a child or create a climate of fear
- Persistently criticise and/or denigrate a child
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal sexual experiences or other inappropriate social activities)
- Use inappropriate language or gestures in the presence of a child or young person
- Discriminate against any child based on age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability
- Have contact with a child or their family outside school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent, or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching), or without a valid context. Accidental contact, such as seeing people in the street, is not considered inappropriate

- Have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary – for example, by providing families with e-newsletters or assisting students with their schoolwork) without a valid context (for example, a familial relationship exists)
- Have contact with a child or their family using any personal communication channels/device such as a personal email account or messages via applications without a valid context
- Have contact with a child or their family where personal contact details such as phone numbers, social networking sites or email addresses are exchanged without a valid context
- Photograph, video or share images of a child or young person without the consent of the parents/carers
- Work with children whilst under the influence of alcohol or illegal drugs
- Consume illegal drugs at school or at school events in the presence of children
- Consume alcohol at school or at school events in the presence of children and young people, except where the principal has given explicit approval to drink moderately (for example, Year 12 Graduation)

Breaches of this Safeguarding Children and Young People Code of Conduct will result in disciplinary action up to and including termination of employment or the cancellation of a contract or volunteer engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Reportable Conduct Scheme Policy and may be referred to Victoria Police.

All breaches and suspected breaches of the Safeguarding Children and Young People Code of Conduct must be reported to the Principal and Assistant Principal Wellbeing.

Statement of Commitment

I, _____, as an employee, volunteer or contractor, Board Members of Loreto College Ballarat, acknowledge and declare that I will abide by the Loreto College Ballarat Safeguarding Children and Young People Code of Conduct, which I have read and understood.

Name: <i>printed</i>	
Signature:	
Date:	

Sighted by:

Principal

Name: <i>printed</i>	
Signature:	
Date:	

Policy Owner:	Loreto College Ballarat
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