



Policy Number:	PPPC0386(3)
Policy Owner:	College Principal
Date Approved:	5 December 2025
Approved by:	College Leadership Team
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OLMC Parramatta is a Christ-centred community founded in the Mercy tradition. Guided by Gospel values of mercy and justice, its policies aim to uphold the dignity and uniqueness of each person, supporting the holistic wellbeing of all in a safe, caring and sustainable environment.

1. Purpose

OLMC Parramatta is committed to supporting the safety of all children and young people (children), with a zero-tolerance to abuse. This includes a culture where preventing and reporting abuse is encouraged and supported.

All staff and volunteers are responsible for promoting the safety, wellbeing and empowerment of children. This includes understanding and responding to children's diverse needs and cultural considerations.

The Child Safe Code of Conduct sets out how the College expects adults to behave around children to help prevent harm and abuse in both physical spaces and online. The Child Safe Code of Conduct identifies the child safe behaviours that are considered acceptable and those behaviours that are considered unacceptable.

Engaging in unacceptable behaviour is a breach of our Child Safe Code of Conduct and may result in disciplinary action. This can include increased supervision, suspension or termination from the College.

2. Scope

The Child Safe Code of Conduct sets expectations of behaviours and boundaries for all adults interacting with students within the OLMC Community. This includes all teaching staff, non-teaching staff, governing body members, volunteers (direct and indirect), third party contractors, external education providers and parents/carers.

All breaches of this Code of Conduct must be reported to the Principal.

Any adult in child-related work will commit an offence if they know another adult there poses a serious risk of abusing a child (under 18 years) and they have the power to reduce or remove the risk and they negligently fail to do so. All adults in NSW are required to report to police if they know, believe or reasonably ought to know that a child (under 18 years) has been abused.

3. Definitions

Child abuse takes many forms. It can include psychological, physical and sexual abuse, grooming, misconduct and lack of appropriate care as defined below.

- **Psychological abuse** (also known as emotional abuse) – this includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child and exposure to domestic and family violence.
- **Physical abuse** – this includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.
- **Sexual abuse** – this includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.
- **Grooming** – this is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.
- **Misconduct** – this is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.
- **Lack of appropriate care** – this includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Concerning Behaviours – are behaviours that on their own may not constitute a breach of the Child Safe Code of Conduct but when viewed together may indicate grooming behaviour.

Reportable allegation – is an allegation that an employee has engaged in conduct that may be reportable conduct.

Reportable conduct – is defined under the Children's Guardian Act 2019 as:

- a sexual offence (sexual touching of a child; a child grooming offence; production, dissemination or possession of child abuse material). An alleged sexual offence does not have to be the subject of criminal investigation or charges for it to be categorised as a reportable allegation of a sexual offence;
- sexual misconduct (any conduct with, towards or in the presence of a child that is sexual in nature (descriptions of sexual acts without a legitimate reason to provide the description; sexual comments, conversations or communications; comments to a child that express a desire to act in a sexual manner towards the child, or another a child);
- ill-treatment of a child;
- neglect of a child;
- an assault against a child;
- an offence under s 43B (failure to protect) or a s 316A (failure to report) of the Crimes Act 1900; and
- Behaviour that causes significant emotional or psychological harm to a child.

3. Acceptable and Unacceptable behaviours in our College

Acceptable Behaviours DO	Unacceptable Behaviours DO NOT
<ul style="list-style-type: none"> • Promote the safety, welfare and wellbeing of students. • Be vigilant and proactive with regard to student safety and child protection issues. • Provide age appropriate supervision for students. • Comply with College guidelines with respect to child protection. • Treat all students with respect and dignity. • Promote the safety, participation and empowerment of students with a disability. • Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students. • Use positive and affirming language towards students. • Encourage students to ‘have a say’ and then listen to them with respect. • Ensure a child is taken seriously if they disclose harm or abuse. • Respect cultural, religious and political differences. • Help provide an open, safe and supportive environment for all students to interact and socialise. • Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way. • Report any breaches of this Child Safety Code of Conduct. • Report concerns about child safety to the Principal (or delegate) and ensure that all legal obligations to report allegations are met. • Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe. • Call the Police on 000 if there are immediate concerns for a student's safety. • Respect the privacy of students and their families and only disclose information to people who have a need to know. • Adhere to all relevant Australian and NSW legislation and the College’s child safe policies and procedures. • Participate in all compulsory child safe training. • Uphold the rights of the child and always prioritise their needs. 	<ul style="list-style-type: none"> • Engage in any form of concerning behaviour, inappropriate behaviour towards students or expose students to such behaviour. • Use prejudice, oppressive behaviour, or improper language (e.g. swearing, colloquial terms) with students. • Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability. • Engage in any form of sexual conduct with a student including making sexually suggestive comments/sharing sexually suggestive material. • Engage, in the presence of a young person, in any form of sexual conduct with an adult including making sexually suggestive comments/sharing sexually suggestive material. • Undertake inappropriate or unnecessary physical conduct or behaviours. • Engage in any form of physical violence towards a student including rough physical play. • Use physical means or corporal punishment to discipline or control a student. • Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm. • Develop ‘special’ relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students). • Engage in undisclosed private meetings, inside or outside of school, with a student. • Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student. • Take or publish (including online) photos, or video recordings of a student without parental/carer consent. • Post online any images or information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend. • Ignore or disregard any concerns, suspicions or disclosures of child abuse. • Exaggerate or trivialise child abuse issues. • Fail to report information if you know a child has been abused.

4. Concerning Behaviours

Concerning Behaviours – are behaviours that on their own may not constitute a breach of the Child Safe Code of Conduct but when viewed together may indicate grooming behaviour. These include:

- showing favour to one child over others;
- participating in the lives of children outside the service without a valid reason;
- crossing professional boundaries;
- spending time alone with children; and
- being 'child centric', which means showing a preference for hanging out with children rather than adults.

5. Internal and External Reporting Obligations

Staff and volunteers are required to follow all internal and external reporting obligations as set out in the Child Protection Policy.

6. Penalties for staff or volunteers who breach the Child Safe Code of Conduct

Staff or volunteers who breach our Child Safe Code of Conduct but do not commit a criminal offence may still be subject to disciplinary action. This can include increased supervision, appointment to a different role, additional training, suspension or termination from the service.

Concerning behaviours – if a staff member or volunteer shows patterns of concerning behaviour but do not commit a criminal offence, this may result in increased supervision and/or additional training. If these behaviours of concern continue, the staff member or volunteer may be subject to disciplinary action, including appointment to a different role, suspension or termination from the service.

4. Review

This Child Safe Code of Conduct will be reviewed every year unless legislative or other changes require a more urgent review. If there are any critical incidents, the document will be reviewed immediately.

5. References

5.1 Related Policies, Procedures, Registers and Sites

PPPC0031 Child Protection Policy

PPPC0392 Child Safe Policy

PPPC0385(3) Safeguarding Young People Statement of Commitment

PPPC0057 Student Management Policy

PPPC0058 Student Wellbeing Policy

5.2 Related Legislation

Children's Guardian Act 2019

Child Protection (Working with Children) Act 2012

Child Protection (Working with Children) Regulation 2013

Children and Young Persons (Care and Protection) Act 1998

Crimes Act 1900

Children and Young Persons (Care and Protection) Regulation 2012

Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015

Disability Inclusion Act 2014

Anti-Discrimination Act 1977

United Nations Convention of the Rights of the Child

Child Safe Standards

9. Communication

Audience	Communicated by	Communication pathway
Parents/carers	College Principal or delegate	Newsletter and/or website
Staff	College Principal or delegate	Staff meeting or email
Volunteers/contractors	Relevant Middle Manager/Supervisor	Verbal



I have read this Child Safe Code of Conduct and agree to abide by its terms.

Name:

Signature:

Role:

Date:

