

Creating Environments for Students to Thrive

A induction overview of:

- **CHILD SAFE ANGLICAN EDUCATION**
- **CHILD SAFE ACTION PLAN**
- **OUR COMMITMENT: Code of Conduct**

for those working, either paid or volunteering,
in Anglican Schools and Education & Care Services (ECS)



Every child and young person has the right to feel safe and free from harm in every area of their lives. The protection of children and young people is of paramount importance and Anglican Schools (Schools) and Education & Care Services (ECS) have zero tolerance to harm.

Key documents

The ACSQ has developed the following key documents for use in Anglican Schools and ECS.

- The **Child Safe Anglican Education Policy and Procedures: Child Safe Operations and Responses** provide a foundation for responding appropriately to concerns for the physical and psychological safety of children and young people.
- **Our Commitment: Creating environments for children and young people to thrive – Code of Conduct for Anglican Schools and Education & Care Services** details the expected conduct of staff and volunteers. Staff and volunteers are expected to agree to and comply with this Code as part of their employment or volunteering agreement.
- The **Complaints Management in Anglican Education Policy, Guidelines and Procedures** details processes for the management of complaints, including specific procedures regarding non-compliance with child protection processes.

Additionally, each School and ECS is required to develop and implement a **Child Safe Action Plan (CSAP)** that implements employment practices and procedures to promote the wellbeing of children and the protection of children from harm.

These documents can be accessed on the School Website.



Public Commitment

Our Anglican schools, and education and care services are committed to promoting the safety, wellbeing and best interests of children, and to preventing, detecting and responding to child harm.

Every child has the right to be safe and feel safe.

As Anglican child safe organisations, we commit to:

- *Implementing Queensland's 10 Child Safe Standards and the Universal Principle.*
- *Operating by Gospel values, which emphasise service, inclusivity, integrity, character, dignity, compassion, and justice.*
- *Providing children with exceptional pastoral care.*
- *Providing care that is physically, emotionally, psychologically and culturally safe.*
- *Taking all reasonable steps to protect children from exposure to harm.*
- *Empowering children to participate in decisions that affect them.*
- *Educating children about who to approach if they feel unsafe, or have concerns.*
- *Instructing our community members on how to respond to complaints, concerns and breaches of our conduct expectations.*
- *Maintaining effective processes for responding to concerns of child harm.*
- *Listening, learning, and seeking to improve.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Child Safe Anglican Education Policy and Procedures

The Child Safe Anglican Education Policy directs Anglican schools, and education and care services (ECS) on actions required to uphold children's safety. This includes:

- promoting children's safety, wellbeing and best interests
- effectively preventing, detecting and responding to reasonable suspicions of harm
- application of the Child Safe Standards and the Universal Principle within each relevant Child Safe Entity.

By following this policy, schools and ECS are supported to meet relevant mandated requirements.

Responsibilities of all persons

All persons (including children and young people; parents, carers and guardians; and staff, volunteers and visitors in an Anglican Schools or ECS) have the following responsibilities:

- Act in the best interests of children and young people and behave in a manner that will not cause harm to a child or young person.
- Agree to comply with any required behavioural expectations as directed by the School or Service. This includes, but is not limited to:
 - any applicable code of conduct or similar requirement;
 - any role relevant to the implementation of the School or Service's Policy implementation and, responsibilities to provide care and manage risk of harm to children and young people.
- Where there is a potential, perceived or actual concern:
 - for a child or young person associated with a School or Service; or
 - about the conduct or behaviour of a person who has, or had, an association with children or young people through a School or Service;

children, young people and their families are encouraged; and **staff, volunteers and visitors must as soon as practicable, share this information with an Appropriate Person** associated with the School or Service, as detailed in the following table. This includes sharing information about concerns regarding a person's own conduct.

- Participate in relevant induction and education as directed by the School or Service.

Who is an Appropriate Person that Staff and Volunteers must share concerns with?

- In Schools: A Child Safe Advocate or the Principal
- In Services: A Nominated Supervisor or the Approved Provider

Where required to guide the application of the Policy, volunteers and staff are also able to share information with staff from:

- The Anglican Schools Commission
- The Office of the Director of Professional Standards (regarding sexual misconduct)

What are concerns?

The term 'concern' relates to information of whatever nature and from whatever source that leads to a reasonable suspicion of circumstances that may have posed or continues to pose a risk to the physical or psychological safety of a child or young person. This includes, but may not be limited to:

- incidents or allegations of sexual, physical or other abuse or inappropriate behaviour;
- matters that are recent or historical in nature.

Additional responsibilities of all staff and volunteers

Volunteers and staff members in Schools and Services have the following additional responsibilities:

- Be attuned to signs of harm, and where appropriate to their role, facilitate child-friendly ways for children to express their views, participate in decision making and raise their concerns.
- Seek support and guidance as necessary on how to effectively support children's safety and wellbeing, especially where there is any uncertainty in applying this policy and the procedures.
- Maintain confidentiality, information sharing and record keeping requirements detailed in the Procedures.
- Where there is a reasonable suspicion that an individual has been non-compliant with, or has breached, this Policy and the Procedures, follow the complaints process detailed Procedures: Responses in the Complaints Management Section page 30 – 32.
- FOR STAFF: Immediately prepare a written report when they become aware, or reasonably suspect, in the course of their employment at the School or Service, that a child, young person or student has been, is being or is likely to be, sexually abused by another person.

Some child protection matters require reporting to statutory agencies such as Police or Child Safety. Anglican Schools are committed to supporting relevant people to meet their legal obligations, for example, teachers', nurses' and ECS professionals' responsibility to report to Child Safety when they reasonably suspect a child is in need of protection from physical or sexual abuse.

Child Safe Advocates, Nominated Supervisors and Principals are skilled at helping to determine whether a report to a statutory authority is required and will support, facilitate or undertake reporting, and any other action required, as per relevant law, policy and procedures.

Please refer to the Child Safe Anglican Education Policy and Procedures for further information.

Child Safe Action Plan

Every School/Service is required to develop and implement a written Child Safe Action Plan: Operations Plan and Improvement Plan that:

- implements employment practices and procedures to promote the wellbeing of a child affected by the regulated employment or regulated business undertaken as part of the School and to protect the child from harm;
- includes prescribed matters as per the Regulations; and
- are reviewed annually.

This is referred to as a Child Safe Action Plan (CSAP). **The purpose of the CSAP is to help identify potential risks of harm to children and young people and to implement strategies to minimise those risks.** The CSAP must include actions in the 10 Child Safe Standards which:

- address the School/Service's **commitment** to creating a child and culturally safe and supportive environment;
- strengthen the School/Service's **capability** to provide such an environment;
- assist the School/Service to manage any particular **concerns** with respect to the safety and wellbeing of students; and
- promote the **consistency** of a School/Service's approach to risk management.

Your role

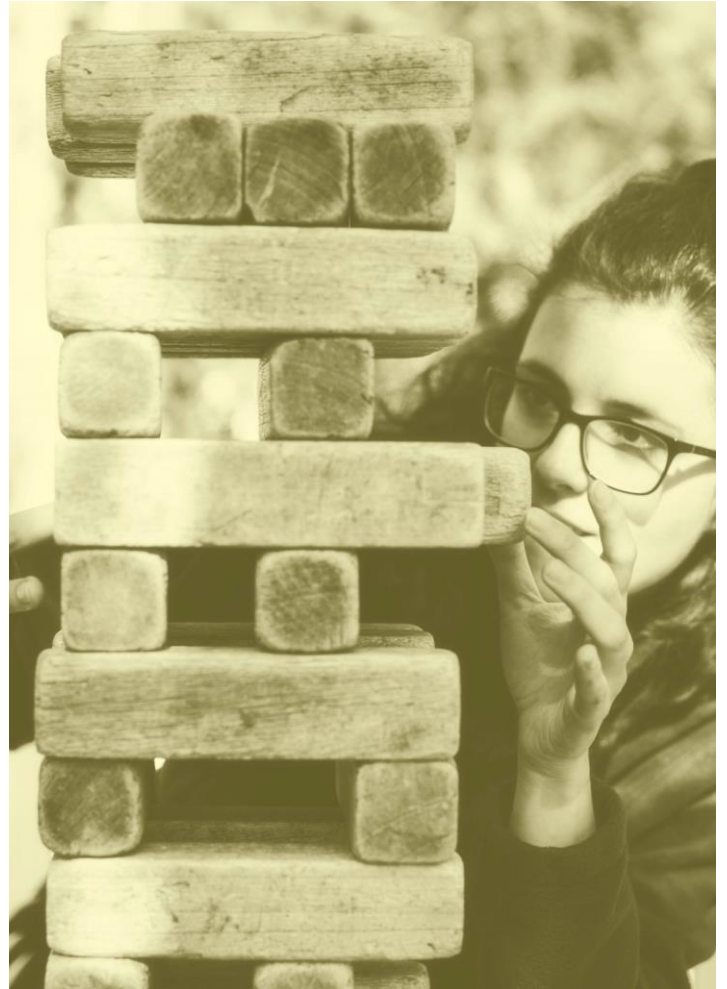
Taking all reasonable steps to ensure the safety and wellbeing of children and young people for whom you have responsibility, or are in your care, requires you to prepare or agree to, where relevant, **risk management planning**, and the Child Safe Action Plan.

Child Safe Action Plan includes the requirements for **many** staff and volunteers to have a Working with Children Check and subsequent positive notice. This is commonly referred to as a **Blue Card**.

In addition to this, **all** staff and volunteers are asked to not commence, or immediately stop working in their role if they are, or become, a 'restricted person' under Working with Children legislation. **You, and the School/Service, may be committing offences under this legislation if you work with children and you meet the definition of restricted person.**

A restricted person includes persons who have had their Blue Card application declined (negative notice holders), have had their Blue Card suspended, are disqualified from applying for a Blue Card, or have been charged with a disqualifying offence.

If you are unsure, or have any queries about this, immediately consult with an appropriate authority in the School. Further information is available from the [Queensland Government's Blue Card System website](#).



Our Commitment: Creating environments for children and young people to thrive

The **Code of Conduct** details the expected conduct of staff and volunteers within Anglican Schools and Education & Care Services (ECS). Staff and volunteers are expected to agree to the Code, as part of their employment or volunteering agreement.

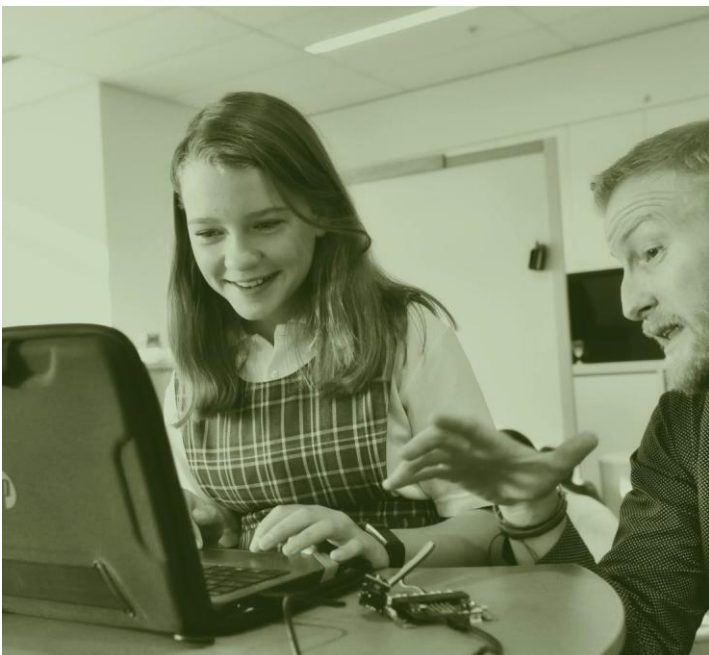
The Code aims to help protect children and young people, and reduce opportunities for child abuse or harm to occur. It also assists staff and volunteers to understand how to avoid or manage risky behaviours and situations.

Expected conduct refers to behaviour in both the physical and online environment that includes, relates to, or impacts upon a person who the staff member or volunteer has contact with **as part of their role**. For example, the Code applies when the staff member or volunteer's relationship with a child or young person is as a result of their role at the School.

The terms child and young person are both used to reflect persons enrolled or recently enrolled (e.g. within two years) at a School. This includes young people who are 18 years or older. Children and young people are also commonly referred to as students.

Role specific requirements not detailed in the Code, are captured by the School in other supporting documents.

If an apparent contradiction occurs between the Code and any other requirement, seek advice from an appropriate authority within the School. Generally the requirement that provides the greater protection to children and young people's safety applies.



OUR COMMITMENT: Creating environments for children and young people to thrive



A code of Conduct for Anglican Schools and Education & Care Services



How to read Our Commitment:

Relevant sections of Our Commitment consist of three parts:

- The **Preamble (in blue)** introduces the section.
- The **Standards (in green)** state the expectations for personal behaviour and the provision of service. Where a staff member or volunteer does not meet the Standards, this will indicate an area requiring redress. This may result in formal disciplinary action as a breach of employment conditions.
- The **Guidelines (in purple)** explain and illustrate best practice, highlighting practical ways to achieve this. Staff and volunteers are encouraged to follow the Guidelines. Where this is impractical, an exercise of judgement will be required to ensure the safety and wellbeing of those with whom they work and themselves. Disregard of the Guidelines may indicate an area where staff and volunteers require guidance and specialised help, or may indicate a breach of the Standards and be managed as such.
- A large portion of the Code is section 6, **Key Terms**. This section provides definitions that help users to apply the Code with its intended effect.

Standards

The Standards of expected behaviour that apply to staff and volunteers are:

- It is the responsibility of each staff member and volunteer to be aware of and meet the standards of the Code.
- Do not penalise, discriminate or take action against other staff or volunteers because of any action taken in good faith under the Code.

Conduct with children and young people:

- Take reasonable steps to ensure the safety and wellbeing of the children and young people in your care.
- Do not abuse children or young people.
- Do not administer corporal punishment to children or young people in your care.
- Do not make available to children or young people any prohibited material. This includes enabling access inadvertently; for example, allowing a student to use your computer where prohibited material may be located. The only exception is wine in the context of a Holy Communion service.
- Before accepting your appointment as an employee or commencing as a volunteer, you are to disclose to a person with appropriate authority if you:
 - * are currently charged with or convicted of an offence against a child;
 - * have been acquitted of a charge of an offence against a child;
 - * have had a charge of an offence against a child not proceed;
 - * have had a prohibited status under applicable 'working with children' screening legislation lifted; or
 - * have been the subject of any disciplinary proceedings involving child abuse.
- Following your appointment or commencement, if you are aware of behaviour of a staff member, volunteer or visitor to the School/ECS, or of a child or young person, that leads to you or others feeling uncomfortable or concerned, speak with an appropriate authority.
- If you know or reasonably suspect a child or young person has been harmed or is at risk of harm from abuse, or if you know or reasonably suspect a staff member or volunteer has demonstrated inappropriate behaviour, comply with your roles and responsibilities as detailed in, but not limited to:
 - * Policy and Procedures for Student Protection in Anglican Schools or Child Protection in Anglican Education and Care Services.

All conduct:

- Conduct yourself in an ethical and respectful manner. Treat people honestly, fairly, lawfully and without discrimination, and do not behave or communicate in a

manner that brings the School/ECS into disrepute. Your behaviour or communication should reflect well on the School/ECS and not misuse power or position.

- Seek at all times, to maintain or enhance confidence in the integrity of the service you perform. Avoid behaviour that gives the impression of favouritism or inappropriate relationships.
- Do not engage in bullying, emotional abuse, harassment, physical abuse, sexual abuse or spiritual abuse.
- Act in the best interests of the children and young people you are providing a service to. You must recognise any potential conflict of interest and take steps to resolve it, including consultation with a supervisor.
- Do not inappropriately discriminate between people.
- Do not disclose confidential information received in your School/ECS role to someone else, without the consent of the person providing the information, except where:
 - * the information is known publicly;
 - * as required or allowed by law; or
 - * it is in the public interest (such as to avoid the risk of serious injury or harm to any person).
- When on leave or unable to fulfil your responsibilities through illness or any other reason, make alternative arrangements through advising the appropriate supervisor at the School/ECS.
- Be responsible in your use of alcohol and other mind altering or addictive substances or services. This includes not undertaking School/ECS service when impaired by alcohol or any other mind-altering or addictive substances.
- Do not use any prohibited substance.
- Do not take property belonging to others, including intellectual property.
- Do not knowingly make statements that are false, misleading or deceptive.
- Do not knowingly use offensive language.
- Do not view, possess, produce or distribute restricted material, without a legitimate purpose.
- Observe the law. This includes, but is not limited to, the Acts and Regulations that relate to your duties.
- Do not, as a result of your position or relationships formed as part of your role, seek personal advantage or financial gain for yourself or your family, beyond your stipend or wage, and recognised allowances and deductions.
- Do not allow yourself to be influenced by offers of money or financial reward.
- Avoid situations of conflict between personal financial interest and School/ECS responsibilities.
- Arrange personal and School/ECS finances to ensure clear account and transaction boundaries are maintained.
- Fully disclose and be publicly accountable for all School/ECS monies you handle.

Additional Standards that apply to School or ECS leadership:

- If you have appropriate authority in a School/ECS, ensure all staff and volunteers for whom you are responsible are made aware of the Code.
- If you have appropriate authority in a School/ECS, ensure:
 - * proper systems for the safety and welfare of children and young people participating in the School/ECS are implemented and maintained;
 - * all applicable requirements of the civil authorities, the church authority and the School/ECS are complied with; and
 - * all staff and volunteers for whom you have responsibility and who work with children and young people:
 - comply with all civil and School/ECS screening and selection requirements;
 - receive regular training in child protection; and
 - are aware of the provisions of the Code.
- Before allowing a person who:
 - * is currently charged with or convicted of an offence against a child;
 - * has been acquitted of a charge of an offence against a child;
 - * has had a charge of an offence against a child not proceed;
 - * has had a prohibited status under applicable 'working with children' screening legislation lifted; or
 - * has been the subject of any disciplinary proceedings involving child abuse;to participate in activities involving children or young people, consult with:
 - * for Schools owned or controlled by the ACSQ or ECS for which the ACSQ is the Approved Provider: the Director of Professional Standards or the Executive Director, Anglican Schools Commission;
 - * for other Anglican Schools or ECS, the Chair of either the School's governing body or the ECS management committee, or their delegate.

Ensure a risk assessment is undertaken; and be satisfied no child or young person will be at an increased risk of harm.

- If you have appropriate authority in a School/ECS, ensure staff and volunteers for whom you are responsible are provided with:
 - * a safe working environment, including safe housing, where housing is provided;
 - * opportunities to maintain and enhance their relevant skills; and
 - * personal encouragement, support and regular feedback.

- If you have appropriate authority for financial management in a School/ ECS, ensure:

- * proper systems for financial integrity and accountability are implemented and maintained;
- * all staff and volunteers, for whom you have responsibility and who have authority for financial management in a School/ECS, are informed of their roles and responsibilities; and
- * all stipends, wages and allowances payable are adequate, and paid promptly and in full.



Guidelines

- If you are aware of behaviour of a staff member, volunteer or visitor to the School/ECS, or of a child or young person, that leads to you or others feeling uncomfortable or concerned, speak with an appropriate authority.
- If you have reason to believe a member of staff or a volunteer has not met a standard or guideline of the Code, **always** inform an appropriate authority if you consider:
 - a. a person may have suffered harm or has been placed at risk of harm; or
 - b. the staff member or volunteer is persisting in disregarding the standard or guideline.Where neither a) nor b) apply, you can approach the staff member or volunteer and identify the concern.
- Avoid situations where you are vulnerable and where your conduct may be construed as a breach of the standards of conduct in the Code.

Topic specific guidelines include:

Contact with Children and Young People

- Recognising The Characteristics And Effects Of Child Abuse (p13)
- Recognising The Characteristics Of Sexual Offenders (p13)
- Ensuring The Safety Of Children And Young People (p13)
- Screening And Selection Of Personnel (p13)
- Your Role And Your Capacity To Perform It (p14)
- Use Of External Service Providers (p14)
- Supervision (p15)
- Activities (p16)
- Venue (p17)
- Health And Safety (p18)
- Transport (p18)
- Physical Contact (p20)
- Behavioural Guidance (p21)
- Communication And Technology (p22)
- Photographs And Images (p23)
- Record Keeping (p24)

All Conduct

- Personal Behaviour (p29)
- Boundaries (p30)
- Communication (p31)
- Confidentiality (p33)
- Record-Keeping And Privacy (p34)
- Financial Management Practices (p34)
- Gifts (p34)
- Personal Financial Obligations (p34)

Key terms

- Abuse, including Child Abuse (p37 -47)
 - * characteristics and effects of child abuse
 - * impact of abuse
 - * bullying, including cyberbullying
 - * emotional abuse
 - * harassment
 - * neglect
 - * physical abuse
 - * sexual abuse of an adult, including sexual assault, exploitation and harassment
 - * sexual abuse of a child
 - * grooming
 - * characteristics of sexual offenders
 - * spiritual abuse
- Appropriate authority (p48)
- Appropriate authority for financial management (p48)
- Appropriate supports for children and young people (p49)
- Children and young people (p49)
- Child exploitation material, including child pornography (p49)
- Church (p50)
- Church authority (p50)
- Church body (p50)
- Civil authorities (p50)
- Conflict of Interest (p50)
- Corporal punishment (p50)
- Education and Care Service (ECS) (p50)
- Inappropriate behaviour (p51)
- Inappropriately discriminate (p52)
- Offensive language (p53)
- Prohibited material (p53)
- Prohibited substance (p53)
- Restricted material (p53)
- Risk management plans (p54)
- Risk management strategy (p55)
- School (p56)
- Service (p56)
- Staff (p56)
- Supervisor (p56)
- Volunteers (p56)

Acknowledgement of understanding

Name: _____

Role: _____

School/ECS: _____

	YES	NO
1. I have read and understood this Induction Overview.	<input type="checkbox"/>	<input type="checkbox"/>
2. I am aware of where to access key documents described in the Induction Overview and that these will provide further direction on action required in relevant circumstances.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Our Commitment: Creating environments for Children and Young People to Thrive - Code of Conduct for Anglican Schools and Education & Care Services • Child Safe Anglican Education Policy and Procedures • Complaints Management in Anglican Education Policy, Guidelines and Procedures • Child Safe Action Plan 		
3. I am aware I have a role in protecting children and young people from harm and understand my responsibilities detailed in this overview, including that:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • I must immediately inform a Child Safe Advocate, Nominated Supervisor or the Principal, of concerns, as defined in page 3 of this Overview • I must not commence, or immediately stop, working in my role, if I am, or become, a 'restricted person' under Working with Children legislation. 		
4. I agree to comply with the behavioural Standards described in the Code of Conduct (Our Commitment).	<input type="checkbox"/>	<input type="checkbox"/>
5. I understand agreement to comply with the Code of Conduct (Our Commitment) forms part of the conditions of my engagement with the School or ECS.	<input type="checkbox"/>	<input type="checkbox"/>

I understand that the Nominated Supervisor at my ECS, is:	
Names and contact details	Mrs Lisa Cleverly lcleverly@sthildas.qld.edu.au 07 5577 7378

My supervising staff member is:			
Name		Email/phone contact	

Your signature: _____

Signature of inducting staff member: _____

Date: _____

Name of inducting staff member: _____



This overview was published by the Anglican Schools Commission, Anglican Church Southern Queensland (The Corporation of the Synod of the Diocese of Brisbane - ABN 32 025 287 73) in **May 2024 as v2.2**. Should additional information, material or assistance be required please discuss with an appropriate authority at your School or email the Anglican Schools Commission at ASC@anglicanchurchsq.org.au or write to GPO Box 421, Brisbane QLD 4001.