

# CHILD SAFETY -CODE OF CONDUCT POLICY & PROCEDURE

The College expects that its employees will always display the highest standards of professional and personal conduct in serving the needs of our customers and stakeholders, and the broader College community.

## **Our values and expectations:**

You must conduct yourself in a way which is consistent with the College's purpose, mission and core values.

## **Our behaviour**

### **Our Personal conduct**

All employees are expected to:

- Treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights
- Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation or illness
- Always act honestly, in good faith, and respectful of the trust placed in us
- Respect each individual's rights to privacy and keep personal information in confidence
- Consider the impact of our decisions and behaviour on the well-being of others
- Refrain from acting in any way that would unfairly harm the reputation and career prospects of other employees
- Refrain from allowing personal relationships to affect professional relationships
- Seek advice from an appropriate manager where a colleague's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal or unethical conduct to a Head of School, Corporate Services Executive, Deputy Principal, Principal, Executive Principal or People and Culture Representative as soon as practicable.

## Our Professional conduct

### All employees:

All employees are expected to:

- Perform our duties diligently, impartially, conscientiously, with integrity, and to the best of our ability
- Take our responsibility for the health and safety of ourselves and others when carrying out our duties
- Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to our area of expertise
- Strive to always achieve the highest product, service and professional standards
- Comply with any relevant legislative, industrial or administrative requirements including observance and application of anti-discrimination policy
- Comply with the principles of environmental responsibility
- Foster teamwork and collegiality among all employees, and always give due credit to the contributions of others
- Maintain adequate documentation to support any decisions made
- Take no improper advantage of any official information gained in the course of our employment
- Refrain from allowing personal political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

### Teaching Staff:

In addition, all Teaching Staff are expected to conduct themselves in accordance with the Victorian Institute of Teaching – Code of Conduct and Code of Ethics.

### Para-professional staff:

In addition, Para-professionals employed at the College are expected to conduct themselves in accordance with the Code of Conduct and Code of Ethics of their relevant professional registration bodies.

## Social Media

The College provides an intranet which must be used for all communications with students and their families within the context of a professional teaching relationship, whether at school or not.

The VIT Code of Conduct (Principle 1.5: Teachers are always in a professional relationship with the students in their school whether at school or not), provides an example of some of the limits as follows:

*'A professional relationship will be violated if a teacher:*

- a. *Holds conversations of a personal nature or has contact with a student via written or electronic*

*means including email, letters, telephone, text messages or chat lines without a valid context' (Victorian Institute of Teaching 2016).*

If further clarification is required in relation to the VIT Code of Conduct and Code of Ethics, and/or the College Code of conduct in relation to social media, staff are requested to speak with their Head of School, Deputy Principal, Department Manager or Campus Principal.

A full copy of the VIT Code of Conduct and Code of Ethics can be accessed [here](#).

## **Duty of Care**

All employees have an obligation and duty of care to:

- Comply with prevailing community standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Perform duties in a responsible and professional manner, with due regard for College policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between our self-interest and our duty to the College
- Secure all College property against theft or fraud
- Maintain the integrity and security of all College intellectual property
- Maintain the security, integrity and confidentiality of all relevant College commercial and other information.

## **Protection and promotion of the College's reputation**

All employees are expected to:

- Promote the College wherever possible in our professional dealings with others
- Refrain from representing ourselves as spokespersons, or acting for or on behalf of the College unless authorised to do so (and when in doubt seek advice from the Campus Principal or Executive Principal)
- Refrain from engaging in any activity that may compromise the College's integrity and reputation.

## **Child safety**

All staff, volunteers and board members of Flinders Christian Community College are required to promote (support, actively encourage) child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Flinders Christian Community College are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to the Flinders Christian Community College child safe policy at all times / upholding Flinders Christian Community College statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone 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 and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to the Campus Child Safety Officer / leadership, and ensure any allegation to reported to the police or child safety
- reporting any child safety concerns to the Campus Child Safety Officer / leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

**Staff and volunteers must not:**

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- breach their professional relationship with a student or their family outside of our organisation (for example, no babysitting). Accidental/incidental contact, such as seeing people in the street, is appropriate)

- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Campus Child Safety Officer/ leadership.

**If you believe a child is at immediate risk of abuse phone 000.**

## **Our Stewardship**

All employees are expected to:

- Use College technical and physical resources properly, responsibly and for legitimate purposes only
- Seek permission before using College property for personal purposes
- Use resources in a manner that causes no harm to the community or environment
- Strive to always obtain value for College money spent and avoid waste and extravagance in the use of College resources.

## **Dealing with conflicts of interest**

All employees are expected to:

- Ensure that our financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of our College position – or advance our own interests over those of the College
- Avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of our duties
- Take all suitable measures to avoid or deal appropriately with any situation in which we may have or been seen to have a conflict arising out of our relationship with others within or beyond the College
- Notify the Campus Principal and/or the Executive Principal, as appropriate, of the existence of an actual or potential conflict of interest
- Declare our relationship when participating in decisions affecting another person with whom we have a personal relationship.

**Breaches of our Code of Conduct**

All College employees must comply with this Code of Conduct and report any breaches to their Head of School, Corporate Services Manager, Deputy Principal, Campus Principal, and/or Executive Principal, as appropriate.

Employees whose conduct falls below the standards outlined in the Code will be counselled accordingly and/or disciplined in accordance with Institute disciplinary procedure.

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

**I agree to adhere to this Code of Conduct:**

Name: .....

Signature: .....

Date: .....

