



# Star of the Sea College

## Child Safety Code of Conduct

---

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has operated under the auspices of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: *CECV Commitment Statement to Child Safety*:

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic School (*Congregation for Catholic Education 1997, n.9*).

### **PURPOSE**

The Code of Conduct has the specific focus of safeguarding young people at Star of the Sea College against sexual, physical, psychological and emotional abuse or neglect. It has the objective of promoting child safety in the school environment, sets standards and clear boundaries about the way in which school staff are expected to behave with young people and helps the school, staff and volunteers to raise behavioural issues.

The Code of Conduct is consistent with the Child Safety Policy, child protection legislation, mandatory reporting and safety of young people, Australian Institute for Teaching and School Leadership Standards and Victorian Institute of Teaching Codes of Conduct.

The Code of Conduct is relevant to all staff working with children and includes all activities relating to the staff members' work at and outside the school.

### **PRINCIPLES**

- staff are always in a professional relationship with their students whether at school or not
- an adult's response to a young person's behaviour or circumstance should be commensurate with their age and vulnerability and the adult's responsibility for the care, safety and welfare of the young person
- an adult should not be alone with a young person unless there is line of sight to other adults
- an adult should not initiate or seek physical contact or contact with young people outside school unless it is in the course of their professional relationship.



# Star of the Sea College

## Child Safety Code of Conduct

---

### ACCEPTABLE AND UNACCEPTABLE BEHAVIOURS

#### Acceptable Behaviours

All staff, volunteers, contractors, visitors, clergy and Board members are responsible for supporting the safety of young people by:

- adhering to Star of the Sea's *Child Safe Policy* and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect young people in our care from any type of abuse
- treating everyone in the school community with respect, modelling positive and respectful relationships and acting in a manner that sustains a safe educational and pastoral environment
- listening and responding to the views and concerns of young people, particularly if they are telling you that they or another young person has been abused or that they are worried about their safety or the safety of another young person
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander young people
- promoting the cultural safety, participation and empowerment of young people with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of young people with a disability (for example, during personal care)
- ensuring as far as practicable that adults are not alone with a child
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the Leadership Team, specifically the Principal or Deputy Principal – Students
- if an allegation of child abuse is made, ensuring as quickly as possible that the young person/people are safe.

The Principal is responsible for referring any allegations or concerns about an employee relating to child safety to the CEM Employee Relations Unit. The ER unit will deem whether a situation should be referred to the VIT, Police or CCYP. The Chair of the Board will be informed, as will Kildare Ministries.

Refer to: [PROTECT Identifying and Responding to All Abuse in Schools...](#)



# Star of the Sea College

## Child Safety Code of Conduct

---

### Unacceptable Behaviours

All staff, volunteers, contractors, visitors, clergy and Board members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with young people that could be seen as favouritism (for example, the offering of gifts or special treatment for specific young people)
- exhibit behaviours with young people which may be construed as unnecessarily physical (for example inappropriate physical contact)
- put young people at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with young people or 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 young people unless directly related to the curriculum (for example, personal social activities)
- use inappropriate language in the presence of young people
- express personal views on cultures, race or sexuality in the presence of young people
- discriminate against any young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the College Leadership Team knowledge (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Incidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a young person (including by social media, email, instant messaging etc) or their family unless that contact is to provide information about the school, or connected to the school work of the enrolled student
- use any personal communication channels/device such as a personal email account or personal phone number to make contact with a student
- exchange personal contact details such as phone number, social networking sites or email addresses to make contact with a student
- photograph or video a young person except in the case of activities connected to teaching and learning
- work with young people whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of young people. The Year 12 Valedictory Dinner is an exception to this rule as the students are in the company and care of their parents.
- use toilets designated for 'student only' use.

### Compliance

Staff found in breach of the Code of Conduct may face disciplinary action and in certain circumstances, termination of their employment.

In addition, there are separate reporting obligations in the Reportable Conduct Scheme which may also require disciplinary action.

---



# Star of the Sea College

## Child Safety Code of Conduct

---

I, \_\_\_\_\_, confirm that I have been provided with a copy of the Child Safety Code of Conduct.

I have read and understand the contents and my responsibilities under the Code.

By signing, I agree to comply with the Code.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Star of the Sea College

## Child Safety Code of Conduct

<b>Responsible Officer</b>	Principal
<b>Approved By</b>	Chair of Board
<b>Approved and Commenced</b>	1 July 2017
<b>Review By</b>	August 2022
<b>Relevant Legislation</b>	<p><i>Children, Youth and Families Act 2005 (Vic)</i></p> <p><i>Child Wellbeing and Safety Act 2005 (Vic)</i></p> <p><i>Crimes Act 1958 (Vic)</i></p> <p><i>Education and Training Reform Act 2006 (Vic)</i></p> <p><i>Equal Opportunity Act 2010 (Vic)</i></p> <p><i>Family Violence Protection Act 2008 (Vic)</i></p> <p>Ministerial Order No 870 - <i>Child Safe Standards: Managing the Risk of Child Abuse in Schools</i></p> <p><i>Privacy Act 1988 (Cth)</i></p> <p><i>Working with Children Act 2005 (Vic)</i></p> <p><i>Wrongs Act 1958 (Vic)</i></p>
<b>Related Policies &amp; Procedures</b>	<p><b>Catholic Education Melbourne policies</b></p> <ul style="list-style-type: none"> <li>• <del>Policy 2.19: Child Protection – Reporting Obligations</del></li> <li>• Policy 2.19a: School Guidelines – Police and DHHS Interview Protocols</li> <li>• Policy 2.20: Complaints Policy</li> <li>• Policy 2.26: Pastoral Care of Students in Catholic Schools</li> <li>• PROTECT Identifying and Responding to All Abuse in Schools</li> </ul> <p>Child Safety – Reporting Obligations</p> <p>Child Safety Policy</p> <p>Critical Incident Procedures</p> <p>Grievance Procedures</p> <p>ICT Staff Policy</p> <p>ICT Student Policy</p> <p>Respectful Relationships Policy</p> <p>Pastoral Care Policy</p> <p>Volunteer’s Policy</p>
<b>Version</b>	6