



GENAZZANO
FCJ COLLEGE

Safety Code of Conduct

Safeguarding Children and Young People Code of Conduct

Central to the mission of Genazzano FCJ College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Genazzano FCJ College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and board/school council members at Genazzano FCJ College are expected to actively contribute to a school culture that respects the dignity of its members as modelled by the words, example and person of Jesus and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours

All staff, volunteers, contractors, boarding house staff, visitors, clergy and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from 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)
- Addressing conflict and discipline matters through restorative practices
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have/are 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)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards 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 should not be alone with a child including adults not sleeping in student cabins or rooms or using student bathrooms while on camp or overseas trips
- reporting any allegations of child abuse to the Principal or her delegate
- Reporting concerns in relation to Child Safe regarding a staff member or adult associating with

students to the Principal or her delegate in line with Reportable Conduct requirements

- As a registered teacher you must report to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence, or certain allegations or concerns about a registered teacher that you become aware of
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe

Unacceptable behaviours

All staff, volunteers, boarding house staff, contractors, visitors, clergy and board/school council members are responsible for supporting the safety of children, and must not:

- ignore or disregard any suspected or disclosed child abuse
- 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)
- put children at risk of abuse (for example, by locking doors)
- 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
- 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 age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of 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); accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with eNewsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

The above should be read in conjunction with the VIT Code of Conduct and Ethics – Victorian Institute of Teaching <http://www.vit.vic.edu.au/media/documents/imported-files/spl/Code-of-Conduct-2015.pdf>; please note particularly principle 1.5 (Adapted from Source: VRQA)

Consequences of Breaching this Policy

Non-compliance with this Code of Conduct may be grounds for disciplinary action. Depending on the seriousness of the circumstances, disciplinary action can be up to and including termination of employment.

Evaluation and Review

The Code of Conduct will be reviewed by the Principal and Executive Team every three years or upon advice that legislation relating to such matters requires immediate change of policy.

Policy Status		
Updated	Policy Committee	October 2017
Ratified by	College Council	October 2017
Next review due	In 3 years or sooner as require	October 2020

I, confirm that I have been provided with a copy of the above Code of Conduct and that I have read and understand this Code:

Name : _____

Signed: _____

Date: _____

Genazzano FCJ College

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Acceptable behaviours

Note 1 *ensuring as far as practicable that adults are not alone with a child*

There will be times when in the course of a normal working practice members of staff will be alone with students e.g. For example but not limited to: instrumental teachers, counselling staff, teachers who wish to meet with students to assist them with their learning program. Generally speaking the following protocols should apply when a teacher is working alone with a student:

1. if the door is closed, please ensure that the student is visible from a window
2. if meeting in a classroom, please keep the door open and sit close to the door

Unacceptable behaviours

Note 2 *engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)*

Reasonable conversation about social activities (e.g. seeing a movie on the weekend) is acceptable. Staff are asked not to disclose sensitive personal information (E.g. about their sexuality, marital status) or to draw students into conversations about complex moral issues that are not age and stage appropriate. Staff are advised to seek advice from a member of the leadership team if they are unclear about the boundaries in this regard.

Note 3 *express personal views on cultures, race or sexuality in the presence of children*

See Racial Discrimination Act 1975

See Discrimination Act 1984

Note 4 *have contact with a child or their family outside of school without the school's leadership knowledge and/or consent or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate.*

It is recognised that in a school community there will be occasions when there are family connections (e.g. staff members who are parents and are entertaining the friends of their daughters). This is seen as acceptable and does not require Principal permission. However, in accord with current College policy staff are not to tutor individual students from Genazzano or to provide private lessons of any nature.

Note 5 *have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with eNewsletters or assisting students with their school work)*

All staff communication with students should be via the Learning Management System.

Note 6 *photograph or video a child without the consent of the parent or guardians*

From time-to-time staff take photographs of students engaging in activities in the classroom or on excursions. Any photograph of students should be taken on a school camera or phone. Prior to publication please ensure that parents have given permission for student/s concerned to be photographed. This information can be obtained via synergetic.