



# Genazzano FCJ College

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## Child Safe Code of Conduct

### Safeguarding Children and Young People Code of Conduct

Central to our mission, Genazzano FCJ College has 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

The Genazzano Code of Conduct has a specific focus on safeguarding children and young people against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures, professional standards, codes and ethics as these apply to staff and personnel, and covers all interactions within the community including face to face and video conferencing. All staff, volunteers, contractors, boarding house staff, allied health workers, visitors, religious clergy, FCJ Education Board, College Council Members, third party providers and Student Host Families are expected to actively contribute to a school culture that respects the dignity of its members, modelled by the words, example and person of Jesus, and affirming the Gospel values of love, care for others, compassion and justice. Additionally, they are required to observe and sign the Code of Conduct in support of the child-safe principles and expectations for appropriate behaviour towards and in the company of children and young people.

#### Acceptable Behaviours

All staff, volunteers, contractors, boarding house staff, allied health workers, visitors, religious, clergy, FCJ Board Education, College Council Members, Third-Party Providers, and Student Host Families are responsible for supporting the safety of children and young people in face to face and video conferencing interactions 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 and young people from abuse
- reporting any allegations of child abuse to the Principal or her delegate
- treating all children and young people 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 processes
- listening and responding to the views and concerns of children and young people, particularly if they are telling you that they or another child have been/are being abused or that they are worried about their safety or the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and young people (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children and young people with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of children and young people with a disability, International students and Hopetoun Hall boarders



- ensuring as far as practicable that adults are not alone with a child or young person. Adults should not be sleeping in the same cabin or room or using the same bathroom as the child or young person while away on camps, trips or excursions
- when in the course of normal working practice on campus and staff members are alone with students (e.g. instrumental teachers, counselling staff, boarding house supervisors, teachers who wish to meet with students to assist them with their learning program), the following protocols should apply: if the door is closed, ensure that the student is visible from a window and if meeting is in a classroom, keep the door open and sit close to the door. In extraordinary circumstances, if a staff member is meeting with a student in their bedroom at the Boarding House or on camp, then keep the door open. If a staff member is meeting with a student on a video conferencing platform, they should ensure they present in a professional setting and that the student has an adult in their near vicinity or the staff member should record the session
- If a boarding house staff member or staff member on a camp or trip is meeting with a student in the student's bedroom the staff member should not sit on the student bed and always keep the bedroom door open
- reminding students to dress appropriately for example only wearing swimwear poolside, wearing bathrobe or clothes between bathrooms and bedrooms
- reporting concerns in relation to Child Safe regarding a staff member or adult associating with a child or young person to the Principal or her delegate in line with Reportable Conduct requirements
- reporting to the College Principal any charges, committals for trial or convictions in relation to a sexual offence, or certain allegations regarding yourself or concerns you become aware of related to another staff member of Genazzano
- understanding and complying with all reporting obligations as they relate to failure to disclose, 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) or young person/people are safe.

## Unacceptable Behaviours

All staff, volunteers, contractors, boarding house staff, allied health workers, visitors, religious, clergy, FCJ Board, College Council Members, Third-Party Providers, and Student Host Families are responsible for supporting the safety of children and young people in face to face and video conferencing interactions must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children or young people that could be seen as favoritism (e.g. the offering of gifts, special treatment for specific children or young people, use of nicknames)
- exhibit behaviours with children or young people which may be construed as unnecessarily physical
- put children or young people at risk of abuse
- initiate unnecessary physical contact with children or 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 children or young people which is a substantial departure from the accepted standard (e.g. personal social activities, conversations about sexuality, marital status, conversations about complex moral issues that are not age and stage appropriate.)
- use inappropriate language with or show inappropriate images to children or young people
- express personal views on cultures, race or sexuality in the presence of children or young people



- discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child, young person or their family outside of school without the knowledge and permission of the Principal or her delegate for the purpose of the service you are providing to the student. (e.g. after-hours tutoring, private instrumental lessons or sport coaching)
- initiate unnecessary online contact through video conferencing with a child or young person
- have any personal or direct online contact with a child, young person or their family unless approved by the Principal
- exchange personal contact details such as personal phone number, social networking sites or email addresses unless you are a third-party provider that is approved by the College.
- photograph or video a child or young person without the consent of the parent or guardians
- work with children or young people while under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children or young people unless it is approved by the Principal.

### **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 include termination of employment.

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: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### **Reporting and Review**

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

### **Policy Updated**

October 2021

### **Reviewed and ratified by College Council**

26 October 2021

### **Policy to be reviewed**

October 2023