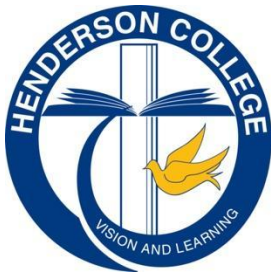


# Henderson College

## Child Safe Code of Conduct Policy

Policy Version:	Description of Changes	Application
2016	Policy Constructed	<ul style="list-style-type: none"><li>• Staff</li><li>• Volunteers</li><li>• Contractors</li><li>• Board members</li><li>• Parents and carers</li></ul>
2-2018	Reviewed by Child Wise	
April 2022	Reviewed by Child Wise	



# Henderson College

## Child Safe Code of Conduct Policy

### **PURPOSE:**

Henderson College provides a values-based education which focuses on the development of the whole child and where the home and school work together harmoniously to provide this education. In this context, there is a legislative and moral imperative that there is zero tolerance for any form of child abuse and where the school, through its teachers, provide duty of care and further take every precaution to avoid abuse happening. To ensure the health, safety and overall well being of all students, Henderson College will comply with the Child Safe Standards introduced by Ministerial Order 1359.

This Code of Conduct, which is particularly associated with Standard 2 of the Child Safe Standards detailed in Ministerial Order 1359, outlines the expected standards for appropriate behaviour with, and in the company of children in the school environment.

The Code of Conduct is to ensure appropriate behaviour with children in Henderson College and to protect children from abuse. This Code of Conduct does not replace any legislative or regulatory obligations or other professional or occupational codes of conduct that regulate particular staff at the School. For example, the Victorian Institute of Teaching (VIT) Victorian Teaching Profession Codes of Conduct and Ethics provides clarity regarding professional behaviour expected of teachers at all times.

It is also linked with 2021 Child Safe Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice; Child Safe Standard 8: Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training and Child Safe Standard 11: Policies and procedures document how the organisation is safe for children and young people.

### **SCOPE**

This Child Safe Code of Conduct aims to provide guidance to staff, Board members, volunteers, contractors, parents and caregivers about appropriate conduct when working with children and young people. This Child Safe Code of Conduct applies, whether in person or in a virtual environment.

### **BACKGROUND:**

1. Henderson College seeks to establish and maintain high-level professional standards in relation to all its activities and areas of responsibility. This includes all academic, student welfare, discipline and management issues.
2. In accordance with the ethos of Seventh-day Adventist Schools (VIC) Ltd (ASV), and to comply with Ministerial Order 1359, this Code of Conduct is to be adhered to by members of the Henderson College community, including:

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- The ASV Board of Directors;
  - School Councils;
  - The leadership team of each school;
  - Teachers and all other staff members;
  - Students on placement and Volunteers;
  - Contractors; and parents and carers;
  - Other visitors to Henderson College.
3. This policy is in accord with the College's "Vision", "Mission" and "Philosophy" documents as published and in line with School Council Policy.

**ISSUES/COMMENT:**

**Guidelines:**

**Appropriate Behaviour**

All staff, contractors, volunteers, and other adults within the Henderson College community are required to observe 'child safe' principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

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

- adhering to the School Child Safety and Wellbeing Policy and upholding the College statement of commitment to child safety at all times
- acting in a professional manner and be a positive role model to children and young people
- taking all reasonable steps to protect children from abuse and harm
- treat everyone, including all children, equally and with respect and dignity
- promoting the safety and wellbeing of all children and young people
- listening and responding to the views and concerns of children, particularly if they are reporting that they or another child has been abused and/or are worried about their safety or the safety of another
- guarding the cultural safety, participation and advancement of children who identify as Aboriginal or Torres Strait Islander
- guarding the cultural safety, participation and advancement of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promote the safety, participation and empowerment of children and young people who identify as LGBTIQ+
- respect cultural, religious and political differences
- guarding the safety, participation and advancement 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
- ensuring the correct staff to student ratio is maintained at all times
- participating in training to maintain child safety requirements
- maintaining a Working With Children Clearance or VIT card and police check
- encouraging children to share their views, especially on issues that are important to them
- supporting children to actively participate in all relevant organisational activities where possible, especially concerning issues that are important to them
- providing guidance to parents/carers through positive role modelling and, when appropriate, clear and respectful directions

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- enabling a safe space in which all children are encouraged to set their own personal goals, express their creativity and are free from judgement and ridicule
- maintaining a clean and safe environment and reporting any areas that require attention
- inform students if physical contact is required for any purpose, and ask them if they are comfortable with this interaction e.g the application of first aid or technique correction in a sporting environment
- maintain appropriate boundaries and ensure a professional and appropriate tone in all social media interactions, especially with children and young people
- adhering to Henderson College's Child Safety and Wellbeing Policy and Child Safety Report Procedure
- raising all concerns, issues, or allegations with the Principal/Child Safe Officers on 50245192 as soon as possible; this includes any incident of child abuse or suspicion as set out in the Child Safety and Wellbeing Policy
- understand and comply with reporting obligations
- reporting any breaches of this Code of Conduct
- ensuring as quickly as possible that the child(ren) are safe once an allegation has been made

**Contact Police 000 in an emergency situation where it is believed that there is an immediate risk to the safety or wellbeing of a child**

### **Inappropriate Behaviour**

Staff, volunteers and other personnel must not:

- put children at risk of abuse or harm in any form including participating in any behaviour that would constitute abuse, harm, neglect, exploitation, harassment, discrimination or victimisation
- ignore or disregard any suspected or disclosed child abuse.
- physically assault a child, including smacking, hitting or any physical force;
- 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)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- engage in behaviour or use language that is intended to harm, abuse, bully, harass, shame, humiliate or cause emotional or psychological harm
- use inappropriate language in the presence of children
- express inappropriate personal views on cultures, race, disability, gender or sexuality in the presence of children
- discriminate against any child because of culture, race, ethnicity, gender, sexuality or disability
- communicate directly with a child through personal or private contact channels (including by social media, email, instant messaging, chat rooms, gaming sites, texting etc)
- engage with children online in a way that may be considered to be abusive or inappropriate, including the use of language or topics that are

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adult in nature (e.g. profane or sexualised) and behaviours that may constitute grooming.

- have uninvited contact with a child or their family outside of Henderson College sanctioned activities (Accidental contact, such as seeing people in the street, is appropriate)
- have any personal online contact with a child or their family outside of school sponsored websites
- spend unnecessary time alone with a child
- use a vehicle to transport students unless it is a necessary part of your role and included in your position description

**Relevant policies/documents**

- [Child Safety and Wellbeing Policy](#)
- [Child Safe Reporting Procedure](#)

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**ACKNOWLEDGEMENT**

By observing these standards, you acknowledge your responsibility to immediately report any breach of this Code of Conduct to Henderson College’s leadership.

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

I understand and accept that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action including investigations, being stood down and a review of employment.

I agree to adhere to this Code of Conduct.

Name: \_\_\_\_\_ Witness: \_\_\_\_\_

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

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

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