



# SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT

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## PURPOSE

This Code of Conduct has a specific focus on safeguarding children and young people at Siena College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board members at Siena College are expected to actively contribute to a school culture that respects the dignity of its members 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, clergy and board members are responsible for supporting the safety of children by:

- Adhering to and upholding the College's commitment to child safety at all times
- Taking all reasonable steps to protect students from abuse
- Treating everyone in the College community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- Listening and responding without judgment to the views and concerns of students, particularly if they are telling you that they or another child have been 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 students (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance culture towards discrimination)
- Promoting the safety, participation and empowerment of students with a disability
- Ensuring that adults are not alone with a student outside their prescribed role
- Reporting any allegations of child abuse to the College Principal, a Deputy Principal or a College Counsellor
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- Reporting any child safety concerns to the Child Safe Reporting officers (the College Counsellors or the Deputy Principals)
- Ensuring that if an allegation of child abuse is made, that the student/s are safe.



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## UNACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors, clergy and board members must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with students which may be construed as unnecessarily physical
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as changing clothes
- Engage in open discussions of an adult nature in the presence of students
- Use inappropriate language in the presence of students
- Express personal views on cultures, race or sexuality in the presence of students
- Discriminate against any child, on the basis of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Have contact with a child or her family beyond their prescribed job role (for example, unauthorised after-hours tutoring, communication via social media, private instrumental or other lessons or sport coaching); accidental contact such as seeing people in the street is not an example
- Provide tuition or coaching for any Siena Student in a private capacity either on school premises or off site
- Use College facilities for private tutoring of non-Siena students
- Use any personal communication channels/device with a student (for example, text messages)
- Exchange personal contact details with a student such as personal phone number, social networking sites or personal email addresses
- Photograph or video a student on a personal device without permission from the Principal or Deputy Principals (for example, using a personal mobile)
- Work with students while under the influence of alcohol or illegal drugs

I, \_\_\_\_\_, confirm I have been provided with and read the above copy of the Code of Conduct.

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