



NOTRE DAME COLLEGE

CODE OF CONDUCT FOR BEHAVIOUR WITH STUDENTS

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Notre Dame 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/College council members at Notre Dame College are expected to actively contribute to a College 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.

Definition

For the purpose of this Code of Conduct, a child is defined as being any student enrolled at Notre Dame College.

Acceptable behaviours

All staff, volunteers and board/College council members are responsible for supporting the safety of children by:

- adhering to the College's child safe policy and upholding the College's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the College community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has 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
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of 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 are not alone with a child
- reporting any allegations of child abuse to the College's Leadership Executive Team or Child Safety Officer
- 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 College's Leadership Executive Team or Child Safety Officer
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

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 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
- 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
- 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 College Leadership Executive's knowledge or the approval of the College's Leadership Executive Team (in the case of 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. providing families with e-newsletters or assisting children with their school work using College email accounts, Google Classroom, Synergetic and/or SEQTA
- use any personal communication channels/device, such as a personal email accounts or social media accounts
- exchange personal contact details such as phone number, social networking sites or personal email addresses with a child. Contacting families using the College phone system to discuss a child's school work and/or wellbeing is appropriate.
- photograph or video a child without the consent of the parent or guardians or store photograph or video images of children on personal devices (phone/iPad/laptop)
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.