



## STAFF CODE OF CONDUCT

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values 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

The purpose of this Code of Conduct is to demonstrate the strong commitment of the College to the care, safety and wellbeing of all students at our school. It provides an outline of agreed and non-agreed behaviour standards that are to be adhered to at all times by College staff, Council, volunteers, contractors and clergy. It has been developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.

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

All staff [including those from St Mary's College of the Deaf], volunteers, contractors, clergy and board/school council members at Salesian College Sunbury 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, allied health providers, volunteers, contractors, clergy and College Board 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
- 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 safety, participation and empowerment of Aboriginal and Torres Strait Islander children, and children with culturally or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of children with a disability by having a zero tolerance to discrimination.
- supporting, understanding and respecting a child's sexual orientation and gender identification
- respecting the privacy of students and their families and only disclose information to people who have a need to know

- ensuring as far as practicable that adults are not alone with a child and adhering to related policies regarding supervision
- promptly reporting any child safety concerns to the College’s leadership and ensuring (as quickly as possible) that the child(ren) are safe when an allegation of abuse is made.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- 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, allied health providers, volunteers, contractors, clergy and board/school council 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 (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact which 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
- use physical means or corporal punishment to discipline or control a child
- 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 unnecessary contact with a child outside of school without the College leadership’s consent (for example, unauthorised after hours tutoring). Formal contact through official sporting clubs, parish or tuition agencies is appropriate
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary eg by providing families with e-newsletters 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. Where personal mobile numbers are authorised to be shared in the interests of child safety the numbers must be deleted at the first opportunity.
- take or publish (including online) photograph, videos or recordings of a child without the consent of the parent or guardians (as per the Digital Media Permission as outlined on Caremonkey)
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol at school or at College events in the presence of children outside the guidelines of the House Policy of the licensed venue

### Code Breaches

When a staff member breaches this Child Safety Code of Conduct the college may take disciplinary action, including in the case of serious breaches, summary dismissal.

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