CHILD SAFETY CODE OF CONDUCT

INTRODUCTION

Salesian College Sunbury (the 'College') is committed to the safety and wellbeing of children and young people. Our school community values the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Child Safety Code of Conduct (the 'Code') outlines appropriate standards of behavior for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. This Code applies in all school situations, including school camps, excursions, and in the use of digital technology and social media.

The Principal, College Board (the 'Board') and the College Executive Team at the College will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive and safe learning environments.

PURPOSE

This Code of Conduct has a specific focus on promoting child safety and wellbeing in the school environment and safeguarding children and young people at the College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and occupational codes.

SCOPE

All College Board Members, the Principal and all other staff, volunteers, contractors and clergy at the College are expected to actively contribute to a school culture by respecting the dignity of its members, affirming 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. All College Board Members, the Principal and all other staff, visitors, volunteers, contractors and clergy must sign and abide by this Code of Conduct.

CHILD SAFETY COMMITMENT STATEMENT

The College has zero tolerance for any form of child abuse and is deeply committed to upholding and embedding the highest standards of child safety throughout the College community. We are guided by our Catholic faith and the unique dignity of every person in our care. We are dedicated to creating an inclusive and protective environment where every child can feel and be safe. We are responsible for inspiring and enabling every child to flourish and enrich the world.

Child safety is a shared responsibility between the College, its employees including its Board, Executive Leadership Team, School Principal, teachers, staff and the wider community.

ACCEPTABLE BEHAVIOURS

All Board Members, the Principal and all our other staff, volunteers, contractors and clergy at the College are responsible for supporting the safety of children by:

- adhering to the College's Child-safe Policy and upholding the commitment to child safety at all times
- identifying, challenging and reporting any racist language, behaviour or attitudes, including those directed at Aboriginal and Torres Strait Islander students, families or community members
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- taking into account the needs of all children and students

- listening and responding to the views and concerns of children, particularly if they are sharing details of abuse 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 (e.g. never questioning an Aboriginal or Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and linguistically diverse backgrounds (e.g. by having a zero-tolerance for discrimination)
- promoting the safety, participation and empowerment of children with a disability (e.g. during personal care activities)
- avoiding one-to-one situations with students wherever possible.
- where unavoidable, interactions must be:
  - transparent
  - in open or observable spaces
  - known to leadership
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- all staff, volunteers and contractors must:
  - report criminal conduct to Victoria Police
  - report reportable conduct allegations to the Victorian Social Services Regulator as required
  - act immediately on any concern for a child's safety
  - report all reasonable beliefs of abuse
- where the Principal is suspected of breaching this Code, concerns must be reported to the College Board Chair
- in serious matters, reports must also be made to Victoria Police and/or the Victorian Social Services Regulator where required.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.) and the *Child, Youth & Families Act 2005* (Vic.).
- understanding and complying with all obligations as they relate to the reportable conduct scheme including reporting allegations of reportable conduct in accordance with the school's reportable conduct policy
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- ensuring as quickly as possible that the child is safe if an allegation of child abuse is made
- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher
- ensuring they comply with any and all applicable professional or occupational codes of conduct
- understanding and complying with legal obligations including:
  - failure to disclose (Crimes Act 1958)
  - failure to protect a child from risk of sexual abuse

UNACCEPTABLE BEHAVIOURS

All College Board Members, the Principal and all our other staff, volunteers, contractors and clergy at the College must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any special relationships with children that could be seen as favouritism (e.g. the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (e.g. inappropriate sitting on laps)
- put children at risk of abuse (e.g. by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (e.g. toileting or changing clothes)
- engage in open discussions of a mature or adult nature in the presence of children (e.g. 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 or family member, including because of age, race, culture,

ethnicity, disability, sexuality, gender, vulnerability or Aboriginal or Torres Strait Islander identity
- work with children while under the influence of alcohol or illegal drugs
- have contact with a child or their family outside school without the school leaderships or child safety lead's knowledge and/or consent or the school governing authority's approval (e.g. unauthorised 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) or their family unless necessary (e.g. providing families with eNewsletters or assisting students with their schoolwork)
- use any personal communication channels/devices such as a personal email account
- exchange personal contact details such as phone numbers, social networking sites or email addresses
- photograph or video a child without the consent of the child, parents, guardians or carers
- consume alcohol or drugs at school or at school events in the presence of children
- engage in grooming behaviour or conduct that could reasonably be interpreted as grooming
- establish or maintain inappropriate emotional or psychological intimacy
- use personal devices or accounts to communicate with students under any circumstances

TEACHERS

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the VIT. These principles include:

- knowing their students well, respecting their individual differences and catering for their individual abilities
- working to create an environment which promotes mutual respect
- modelling and engaging in respectful and impartial language
- protecting students from intimidation, embarrassment, humiliation and harm
- respecting a student's privacy in sensitive matters
- interacting with students without displaying bias or preference
- not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students.

PSYCHOLOGISTS AND SCHOOL COUNSELLORS

In their dealings with students, psychologists and school counsellors should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- the Australian Health Practitioner Regulation Agency
- the Australian Counselling Association
- the Australian Association of Social Workers
- the Australian Association of Psychologists
- Speech Pathology Australia; and any other like professional associations.

SPORTS AND RECREATION

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language
- coaching students to be 'good sports'
- explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

BREACHES OF THIS CODE

Where a member of staff is suspected of breaching this Code of Conduct, the College may start the process under clause 13 of the *Victorian Catholic Education Multi-Enterprise Agreement 2023* (VCEMEA

2023) for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact the College Board Chair through board@scr.vic.edu.au

Where any other member of the school community, including volunteers and contractors, is suspected of breaching this code, the school is to take appropriate action, including (if applicable) in accordance with the *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools* policy.

In appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT and/or the Social Services Regulator (SSR).

If you believe that any staff member, contractor or volunteer of the College has breached this Code, please contact the Principal or the Child Safety Lead/s in writing, by email or telephone. The College will investigate your report and, subject to the circumstances, may inform you of the outcome after your report has been considered, and a decision has been made.

The College Principal can be contacted on:

Telephone: (03) 9744 0000
In Writing: The Principal, Salesian College Sunbury, 1 Macedon Street, Sunbury VIC 3429
Email: principal@scr.vic.edu.au

Child Safety Lead contact details:

Wellbeing Team Leader
Telephone: (03) 9744 0000
Email: wellbeing@scr.vic.edu.au

AP Bosco Campus
Romi Bennett (Year 11-12)
Telephone: (03) 9744 0000
Email: rbennett@scr.vic.edu.au

AP Savio Campus
Clinton Gray (Year 7-10)
Telephone: (03) 9744 0000
Email: cgray@scr.vic.edu.au

The Principal (or the Chair of the Board in the case of a complaint against the Principal) is responsible for ensuring that all breaches of this Policy and underlying policies, guidelines and procedures are reported to the College Board, and, where appropriate, to the Social Services Regulator, The Victorian Institute of Teaching or Victoria Police.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.

RELATED POLICIES AND DOCUMENTS

Staff Code of Conduct
Child Safety and Wellbeing Policy
Child Safety Responding and Reporting Obligations Policy and Procedure
Reportable Conduct Policy
Glossary of Terms

LEGISLATION AND STANDARDS

Crimes Act 1958 (Vic)
Ministerial Order 1359: Implementing the Child Safe Standards- Managing the risk of Child Abuse in Schools and School Boarding Premises
VIT Code of Conduct
Child Wellbeing and Safety Act 2005 (Vic.)
Children, Youth and Families Act 2005 (Vic.)
Education and Training Reform Act 2006 (Vic.)
Worker Screening Act 2020 (Vic.) (Working With Children Checks)
Reportable Conduct Scheme (Part 5A, Child Wellbeing and Safety Act)

POLICY INFORMATION

Responsible director	AP – Savio and Bosco Campuses
Policy owner	College Board
Approving authority	College Board
Assigned board committee	Child Safety
Committee Approval Date	06/05/2026
Board Approval date	25/05/2026
Next Board Review date	25/05/2028
Publication	Schoolbox; Website

POLICY DATABASE INFORMATION	
Assigned framework	MS4-Student_Care; CA4-Student Care, Safety & Welfare
Superseded versions	2017 v1, 2018 v1.2, 2019 v1.3, 2020 v2.0, 2022 v2.1, 2024 v2.2, 2026 v2.3