



TRINITY CATHOLIC SCHOOL

In Unity Strength

Safeguarding Children and Young People Code of Conduct

Trinity Catholic Primary School is a welcoming Jesuit school that fosters diversity and promotes innovative, high quality learning. We ensure that every student strives for excellence and engages in our global society.

*We enact our Ignatian School Values of
Welcome Respect Resilience Excellence Community Discernment and Contemplation*

Trinity Catholic School upholds an environment of openness, inclusiveness and respect where children and young people feel valued and 'have an awareness of their rights and adult' responsibilities regarding child safety.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Trinity Catholic School 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/school council members at Trinity Catholic School 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.

All staff members at Trinity Catholic School are expected to read, sign and adhere to the Code of Conduct.

All volunteers, contractors and clergy at Trinity Catholic School are expected to read and adhere to the Code of Conduct.

Acceptable behaviours

- 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 (e.g if a child needs to stay in the classroom with a teacher, they must be accompanied with at least one other child; children going in pairs to the toilet/office; keeping doors open, blinds up and rooms visible through windows, where practical)
- ensuring all children are accompanied by a supervising adult or another child in the classroom, toilets, corridors and stairwells, at all times
- treating everyone in the school community with respect and compassion, both with actions and words
- using appropriate physical contact such as: high fives, reciprocating hugs, pat on the back/head, comforting a child when they are sick or upset by placing an arm around the child's shoulder
- 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 (for example-by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- 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
- accidental contact, such as seeing people in the street, is appropriate
- using the school email address for correspondence relating to school matters (e.g homework, well-being)

Trinity Catholic school is committed to creating an environment where the safety, wellbeing and participation of all children within our care is paramount

- reporting any allegations of child abuse by staff, parent/guardians, volunteers, contractors or clergy to the school's leadership (or child safety officer, if the school has appointed someone to this role)
- 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 school's leadership
- ensuring that if an allegation of child abuse is made, the child/ren are made safe as quickly as possible
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offense by a registered teacher, or certain allegations or concerns about a registered teacher
- respecting the privacy of children and their families and only disclosing information to people who have a need to know.

Unacceptable behaviours

- ignore or disregard any suspected or disclosed child abuse
- carry hot drinks unlidged through corridors or in classrooms whilst student are present
- allow children to enter classrooms unaccompanied or leave children unattended at any time
- 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 inappropriate physical and verbal behaviours with children (for example inappropriate sitting on laps, touching in anger, shouting in an aggressive tone, put downs, sarcasm with the intent to humiliate, swearing)
- put children at risk of abuse (for example, by locking doors, being left alone in the classroom)
- allow children to enter or exit the building unsupervised or without a partner
- allow children to go to the toilet unsupervised outside of the school environment (e.g. excursions, sporting events)
- initiate unnecessary physical contact with 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
- 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 school's leadership knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching).
- have any online contact with a child (including by social media, personal e-mail, instant messaging, Facebook, Instagram, Twitter) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal e-mail account to communicate directly with a child
- exchange personal contact details such as phone number, social networking sites or email addresses except in exceptional circumstances (see above)
- photograph or video a child without the consent of the parent or guardians, as per school Permission Form
- take photos using own personal phone
- Accessing personal emails or social media in the presence of students
- work with children whilst under the influence of alcohol or illegal drugs
- consume illegal drugs at school
- consume alcohol at school whilst children are onsite
- smoke on school grounds or at school events or in the presence of children
- Learning Support Officers and those without VIT registration are not permitted to work 1:1 with any child unless in clear view of a supervising teacher

I, _____, confirm I have been provided with a copy of the above Code of Conduct.

Signed: _____

Date: _____

