

Child Safety Code of Conduct & Child Protection Officers

This policy is applicable to: Staff, Students & Parents

Managed by:	CompliSpace	Current as at May 2017
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Our Child Safety Code of Conduct

Helena College has the following expectations of behaviours and boundaries for all individuals interacting with children and young people within our College community. This includes all teaching staff, non-teaching staff, Council members, Volunteers (direct and indirect), Third Party Contractors, External Education Providers and parents/guardians. The College's College Council has approved this Child Safety Code of Conduct.

DO:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the College with respect to child protection, specifically the College's Statement of Commitment to Child Safety and our Staff and Student Professional Boundaries policy.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct.
- Report concerns about child safety to the Principal / Head of Junior School and ensure that your legal obligations to report allegations externally are met.
- Ensure as quickly as possible that where an allegation of child abuse or grooming is made, the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

DO NOT:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.



- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent.
- Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse or grooming.

Disciplinary Procedures

Where a staff member breaches the Code, Helena College may take disciplinary action, including in the case of serious breaches, summary dismissal.

Where any other member of the College community breaches any obligation, duty or responsibility within our Child Safety Code of Conduct, Helena College will take appropriate action.

Report Child Protection Concerns_

All breaches and suspected breaches of the College's Child Safety Code of Conduct must be reported to the Principal / Head of Junior School or the Chair of the College Council.

Our Child Protection Program also includes information for staff members, Council members and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and grooming and how to report child abuse concerns to the Principal / Head of Junior School.

It also contains detailed procedures with respect to the reporting of child abuse and grooming incidents to relevant authorities.

Third Party Contractors, External Education Providers, Indirect Contact Volunteers, students, parents/guardians or other community members who have concerns that a child may be subject to abuse or grooming are asked to contact the Principal / Head of Junior School.

Communications will be treated confidentially on a 'need to know basis'.

If you have any questions regarding the College's Child Safety Code of Conduct, and how it applies to you, how to report breaches or whether a breach has occurred, the College's **Child Protection Officers** are available for advice.



Our Child Protection Officers

A number of senior staff members are nominated as the College's Child Protection Officers. The names, positions and contact details for all College's Child Protection Officers can be found below.

The appointment of our Child Protection Officers is an example of a strategy to build a positive college culture that fosters care and respectful relationships between students and their teachers, as required by Chapter 8 of the Guide – Levels of Care. It is also a strategy to help prevent grooming and child abuse, as required by Standard 12.1.

Child Protection Officers are selected based on a number of considerations, namely:

- their personal attitudes, experiences and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality;
- their role within the College, for example, a person who has seniority and experience working with complex student and family issues at the College and someone who is readily accessible and available to all members of the College community; and
- their personal profile within the College, for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.

Our Child Protection Officers are available to answer any questions that you may have with respect to our Statement of Commitment to Child Safety, Child Safety Code of Conduct, and the Child Protection Program.

The College's Child Protection Officers are the College's designated contacts for assisting members of the College community with identifying child protection concerns. Child Protection Officers are also available to assist in identifying breaches and suspected breaches of the College's Child Safety Code of Conduct and reporting breaches and suspected breaches to the Principal / Head of Junior School.

Name	Position	Contact Number	Email Address
Susan Boyett	Director of Student Services (College Counsellor)	9298 9100	sboyett@helena.wa.edu.au
Justin Pitt	Deputy Principal – Operations	9298 9100	jpitt@helena.wa.edu.au
Greg Miller	Head of Junior School	9299 6626	gmiller@helena.wa.edu.au
April Ledger	Deputy Head of Junior School – Teaching & Learning	9299 6626	aledger@helena.wa.edu.au

Our Senior Child Protection Officer

Helena College has appointed **Susan Boyett, Director of Student Services** as the College's Senior Child Protection Officer. The Senior CPO has an important role in the promotion and maintenance of a child protection culture at the College.

The Senior CPO is identified in our publicly available **Statement of Commitment to Child Safety** as the individual the wider community is to initially contact when they have child protection concerns relating to the College.

The Senior CPO is contactable by phone on **9298 9100 ext 112** or by emailing **sboyett@helena.wa.edu.au**.

All breaches and suspected breaches of the College's Child Safety Code of Conduct, other than those subject to mandatory reporting obligations, to the Principal / Head of Junior School or the Chair of the Council.