

**HELENA COLLEGE**

*Bringing out the best together*



# Helena College Child Safe Adult Code of Conduct





## **Our Child Safe Adult Code of Conduct**

Each member of the College Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

### **DO:**

- Uphold and act in accordance with Helena College's Statement of Commitment to Child Safety and Wellbeing at all times.
- Comply with applicable guidelines published by the College with respect to child safety, such as the **Staff and Student Professional Boundaries** policy.
- 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.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and linguistically and culturally diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and participate, 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.
- Ensure as far as practicable that adults are not left alone with a child.



- Report any breaches of this Child Safe Code of Conduct.
- Report concerns about child safety to one of the College's Child Protection Officers and ensure that your legal obligations to report child abuse, grooming or other harm externally are met.
- Where an allegation of child abuse, grooming or other harm is made, ensure as quickly as possible that 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.
- Engage in prejudicial or oppressive behaviour or use 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 any form of 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 who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- 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 any identifying information online about a student unless it is necessary for the school's activities or you have consent from the student and/or their parent/guardian. Identifying information includes things such as the student's: 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, grooming or other harm.

## Review

Authors	Date	Comments
Executive Team	30/3/2020	Implementation of new Child Safe Programme
College Council	25/6/2020	Endorsement
Executive/CC	25/6/2021	Annual Review