



## Stella Maris Primary School

### Child Safety Code of Conduct

### Safeguarding Children and Young People

#### Rationale

*Central to the mission of Stella Maris 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

This Code of Conduct has a specific focus on safeguarding children and young people at Stella Maris School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.

All staff, volunteers, contractors, clergy and board/school council members at Stella Maris 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.

#### Acceptable Behaviours

All staff, volunteers, contractors, clergy and board/school council 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 (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have 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 policy towards 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.
- reporting any allegations of child abuse to the school's leadership and Child Safety Officer.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.) 1
- reporting any child safety concerns to the school's leadership and Child Safety Officer, who will keep a record of concerns.
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

In line with the Archbishop of Melbourne's directive on the *Practice of the Sacrament of Reconciliation* in schools, 10 November 2016, the Sacrament of Reconciliation at Stella Maris is celebrated in an open setting in the full view of all participants, who are supervised by teaching staff. The Parish Priest and the teaching staff responsible for the school students must ensure that there is direct line of sight to the individual penitent at all times.

### Unacceptable Behaviours

Staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships, outside of their role and responsibilities, with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children) unless this is a documented part of a Personalised Learning Plan.
- 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 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 that are contrary to the Catholic faith, in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have unauthorised contact with a child or their family outside of school without the school's leadership or Child Safety Officer's knowledge (for example, 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 etc.) or their family (unless necessary e.g. by providing families with enewsletters 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
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume illegal drugs at school or at school events.
- consume alcohol at school or after school events in the presence of children, without parents or guardians being present (for example Year 6 Graduation.)

(Adapted from Source: VRQA)

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Stella Maris Primary School leadership. If you believe a child is at immediate risk of abuse phone 000.



This code of conduct was initially ratified in 2016 and updated in April 2017

This policy will be reviewed biannually

This policy was last updated in April 2017

Endorsed by	Principal Mr Rob Horwood	
	Parish Priest Father Anthony Denton	

