



HEATHDALE CHRISTIAN COLLEGE LTD

MP 03.7.2 CHILD PROTECTION: CODE OF CONDUCT

August, 2020

This document should be read in conjunction with:

- GP 03.7 Child Protection: Policy (“**Policy**”)
- MP 03.7.1 Child Protection: Procedures (“**Procedure**”)
- MP 03.7.3 Child Protection: Child Safe Strategies (“**Strategies**”)
- MP 03.7.4 Child Protection: Child Safe Strategies & Outcomes Matrix (“**Matrix**”)

1. INTRODUCTION:

This Child Protection Code of Conduct will apply to all, staff, volunteers, contractors and directors at Heathdale Christian College (“**the College**”) and they are required to abide by this Code.

The Executive Principal will:

- 1.1. Be responsible for the overall welfare and wellbeing of students, staff and volunteers;
- 1.2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
- 1.3. Nominate Child Safety Officers to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

2. CHILD PROTECTION – CODE OF CONDUCT

All people involved in the care of children on behalf of the College will:

- 2.1. Work towards the achievement of the aims and purposes of the organisation in maintaining a child safe culture and environment;
- 2.2. Be responsible for relevant administration of programs and activities in their area;
- 2.3. Establish and maintain a child-safe environment in the course of their work;
- 2.4. Be fair, considerate and honest with others; that will support cultural diversity including the recognition of Aboriginal and Torres Strait Islander people.
- 2.5. Treat children and young people with respect and value their ideas and opinions;
- 2.6. Act as positive role models in their conduct with children and young people;
- 2.7. Be professional in their actions;
- 2.8. Maintain strict impartiality;
- 2.9. Maintain a duty of care towards others involved in these programs and activities;
- 2.10. Comply with specific organisational guidelines on contact with children;

- 2.11. Comply with specific organisational guidelines regarding contact with students via social/electronic media;
- 2.12. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
- 2.13. Maintain a child-safe environment for children and young people;
- 2.14. Operate within the policies and guidelines of Heathdale Christian College; and
- 2.15. Contact the police if a child is at immediate risk of abuse (telephone 000).

3. CHILD PROTECTION – PERSONAL STANDARDS

No person shall:

- 3.1. Shame, humiliate, oppress, belittle or degrade children or young people;
- 3.2. Unlawfully discriminate against any child;
- 3.3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
- 3.4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- 3.5. Be alone with a child or young person unnecessarily;
- 3.6. Develop a 'special' relationship with a specific child or young person for their own needs;
- 3.7. Show favouritism through the provision of gifts or inappropriate attention;
- 3.8. Arrange contact, including online, with children or young people outside of the organisation's programs and activities;
- 3.9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
- 3.10. Work with children or young people while under the influence of alcohol or illegal drugs;
- 3.11. Engage in open discussions of a mature or adult nature in the presence of children;
- 3.12. Use inappropriate language in the presence of children; or
- 3.13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

4. WHAT HAPPENS IF YOU BREACH THIS CODE OF CONDUCT

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

ACCOUNTABILITIES:

Role	Accountabilities
The Board	<ul style="list-style-type: none">• has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place.• responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place and are abided by.
The Executive Principal	<ul style="list-style-type: none">• Dealing with and investigating reports of child abuse;• Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;• Ensuring that all adults within the Heathdale Christian College community are aware of their obligation to report suspected abuse/sexual abuse of a child in accordance with these policies and procedures;• Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);• Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.• Report to CCYP if a reasonable belief of abuse is formed against a staff member.
Senior Leadership Team and Child Safety Officers	<ul style="list-style-type: none">• Promote child safety at all times;• Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;• Educate employees about the prevention and detection of child abuse; and• Facilitate the reporting of any inappropriate behaviour or suspected abusive activities
Staff	<ul style="list-style-type: none">• Be familiar with and abide by the relevant laws, the Code of Conduct, and Heathdale Christian College's policy and procedures in relation to child protection;• Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state-based child protection service) and fulfil their obligations as mandatory reporters;

Role	Accountabilities
	<ul style="list-style-type: none">• Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation); and• Provide an environment that is supportive of all children's emotional and physical safety

DEFINITIONS:

Term	Definitions
Child	means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.
Child protection	means any responsibility, measure or activity undertaken to safeguard children from harm.
Child abuse	means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment.
Child sexual abuse/assault	is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can also include exposing the child to or involving the child in pornography. Grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.
Reasonable grounds for belief	is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.
Reasonable belief	A 'Reasonable Belief is formed if a reasonable person believes that <ul style="list-style-type: none">• A child is in need of protection;• The child has suffered or is likely to suffer "significant harm as a result of physical injury"• The parents are unable or unwilling to protect the child. For example, a 'reasonable belief' might be formed if

<i>Term</i>	<i>Definitions</i>
	<ul style="list-style-type: none">• A child states that they have been physically or sexually abused;• A child states that they know someone who has been physically or sexually abused;• Someone who knows a child states that the child has been physically or sexually abused• Professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or• Signs of abuse lead to a belief that the child has been physically or sexually abused

HEATHDALE CHRISTIAN COLLEGE RELATED DOCUMENTS:

<i>Reference</i>	<i>Policy/Guideline</i>
GP 03.1	Privacy Policy
GP 03.2	Risk Management V2
MP 03.2.1	Risk Management Procedures V2
GP 03.4	Grievance Management Plan
GP 03.5	Discrimination, Harassment, Vilification, Victimisation & Bullying
MP 03.5.3	Student Bullying Policy
GP 03.7	Child Protection: Policy
MP 03.7.1	Child Protection: Procedures
MP 03.7.2	Child Protection: Code of Conduct
MP 03.7.3	Child Protection: Child Safe Strategies
MP 03.7.4	Child Protection: Child Safe Strategies & Outcomes Matrix
GP 05.1	Equal Opportunity Policy
GP 05.2	Staff Performance & Conduct Management Policy
MP 05.3.1	Employment Procedures Guideline
GP 05.6	Working with Children Guideline
GP 06.3	Policy for Student Discipline
GP 07.4	Mandatory Reporting Policy
GP 07.5	Working with Children

REFERENCES

Legislative and other external references

- Family Law Act 1975 (Cth)
- Crimes Act 1958 (VIC)
- Children, Youth and Families Act 2005 (VIC)
- *Education and Training Reform Act 2006* (VIC)
- *VIT Teachers Code of Conduct.*

Reviewed every 3 years.
Reviewed August 2020 || March 2017
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