

	<p style="text-align: center;">PARADE COLLEGE</p>
<p style="text-align: center;">STAFF MEMBER DECLARATION FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT PARADE COLLEGE</p>	<p style="text-align: center;">CHILD SAFE CODE OF CONDUCT</p>

1. Introduction

- 1.1 Central to the mission of Parade College (the **College**) is an unequivocal commitment to fostering the dignity, self- esteem and integrity of the young people in our care and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.
- 1.2 This Code has the objective of promoting child safety in the College environment and safeguarding students of the College against sexual, physical, psychological and emotional abuse or neglect. It aligns with the College's stance of zero tolerance against child abuse.
- 1.3 This Code is a part of the College's Child Protection Program and should be read with the College's Child Protection and Safety Policy and the definitions in that policy apply to this Code.
- 1.4 It is intended to complement child protection legislation, College policies and code of conduct in relation to child safety, mandatory reporting and safety of young people, Australian Institute for Teaching and School Leadership standards, and the Edmund Rice Education Australia (**EREA**) and Victorian Institute of Teaching Codes of Conduct as these apply to staff and personnel.

2. Scope

- 2.1 This policy applies to all College Employees, Board Members, clergy, volunteers, and contractors (**Staff Members**).
- 2.2 All Staff Members at Parade College 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 students, as set out in this Code.
- 2.3 It applies to all aspects of a Staff Member's engagement with the College and its students, including students aged 18 and over. Staff Members must be conscious that their position places significant obligations on them including a requirement to maintain professional boundaries. Interactions with students can extend beyond the College setting, including outside of school hours, outside of school grounds and by any medium of technology (including social media).

- 2.4 Staff Members must be aware that this Code applies regardless of:
- (a) the location of where an interaction occurs, whether during or outside School grounds or during or outside school hours;
 - (b) a student's age;
 - (c) a student's consent;
 - (d) the consent of parents/guardians and families; and
 - (e) circumstances in which a student initiates an interaction or relationship between the Staff Member and the student.

3. Acceptable behaviours

- 3.1 All Staff Members must treat all students with respect. Staff Members hold a unique position of influence, authority, trust and power in relation to students. As such, it is their duty to establish and maintain professional boundaries with students at all times.
- 3.2 All Staff Members are responsible for supporting the safety of children and students by:
- (a) adhering to the College's Child Protection and Safety Policy, this Code, the College's statement of commitment to child safety, Child Protection Program and other applicable policies and procedures at all times;
 - (b) being vigilant and taking all reasonable steps to protect the students in our care from abuse or harm;
 - (c) abiding by professional boundaries, acknowledging that interactions with students by their very nature are open to scrutiny;
 - (d) treating everyone in the College community with respect, modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment;
 - (e) listening and responding to the views and concerns of students, particularly if they are telling you that they or another child, student or young person has been abused or that they are worried about their safety/the safety of another child, student or young person;
 - (f) promoting the cultural safety, participation and empowerment of all students, particularly Aboriginal and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds and students with a disability;
 - (g) ensuring as far as practicable that Staff Members are not alone with a student unnecessarily or in a manner unrelated to the College or their role;
 - (h) reporting any allegations of child abuse or child safety concerns in accordance with the College's Child Safety Reporting Procedure;

- (i) understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.) and any other legal reporting obligations;
- (j) if an allegation of child abuse is made, ensuring as quickly as possible that the students are safe, in accordance with the College's policies and procedures;
- (k) respecting the confidentiality and privacy of students and act in accordance with the College's Privacy Policy;
- (l) exercising prudent judgement and intervention consistent with the College's student management policies and procedures when students engage in bullying behaviour towards others or act in a humiliating, degrading, intimidating or vilifying way;
- (m) only interacting with students online using College technology systems, for educational purposes or for the organisation of co-curricular events and in compliance with the College's Social Media Policy;
- (n) immediately notifying the College if they become the subject of any child safety investigation or become charged with any offence related to child safety;
- (o) complying with their professional and employment obligations, including any other relevant professional or occupational code of conduct such as the Victorian Institute of Teaching Code of Conduct;
- (p) developing and exercising prudent judgment and sensitivity regarding appropriate physical interactions and only engage in physical interactions with students where it may be necessary, a required part of the educative process, beneficial and/or supportive;
- (q) complying with any lawful and reasonable direction by the College; and
- (r) cooperating with any child safety investigation by the College or any regulatory authority.

4. Unacceptable behaviours

4.1 Staff Members must not:

- (a) engage in any form of child abuse, including behaviour that could constitute grooming;
- (b) ignore or disregard any suspected or disclosed child abuse;
- (c) develop any 'special' relationships with students that could be seen as favouritism, including but not limited to:
 - (i) the offering of gifts or special treatment for specific students;
 - (ii) attending parties or socialising with students outside of organised College events;
 - (iii) sharing personal details about their private life with students; and

- (iv) meeting with students outside of school hours without permission from the school;
- (d) exhibit behaviours with students which may be construed as unnecessarily physical (for example, sitting on laps, massages);
- (e) subject any student to any form of corporeal punishment;
- (f) put students at risk of abuse (for example, by locking doors);
- (g) initiate unnecessary physical contact with a student or do things of a personal nature that a student can do for themselves, such as toileting or changing clothes;
- (h) engage in open discussions of a mature or adult nature in the presence of students (for example, personal social activities);
- (i) use inappropriate language in the presence of students;
- (j) express personal views on cultures, race or sexuality in the presence of students;
- (k) discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability;
- (l) have contact with a student or their family outside of school without College Leadership' knowledge, and/or consent or the Principal (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); this does **not** include accidental contact, such as seeing people in the street;
- (m) have any online contact with a student (including by social media, email, instant messaging, etc.) or their family, unless that contact is to provide information about the College, or connected directly to the school work of the enrolled student;
- (n) use any personal communication channels/device such as a personal email account, social media or instant messenger accounts to make contact with students;
- (o) exchange personal contact details such as phone number, social networking sites or personal email addresses;
- (p) drive a student in their car unless they have parental consent;
- (q) put themselves in a position where there is a conflict of interest;
- (r) become 'friends' with, follow or add a student on any social media platform;
- (s) photograph or video a student without the consent of the parent or guardians;
- (t) share any photographs, videos, recordings or personal information about students without the College's consent, including on any of their own social media platforms;

- (u) work with a young person while under the influence of alcohol or illegal drugs;
- (v) consume alcohol or drugs at school or at school events in the presence of students or supply any student (only exception being the responsible consumption of alcohol at the Year 12 Graduation Formal in November attended by parents and students); and
- (w) supply any student with drugs or alcohol.

5. Personal relationships with students

- 5.1 Where personal relationships with students such as family relationships and close friendship networks exist, questions of conflict of interest may arise and professional boundaries may be tested.
- 5.2 Where such a situation may arise, a Staff Member is expected to:
 - (a) be diligent in developing and maintaining professional boundaries;
 - (b) take steps to ensure any potential conflict of interest is avoided; and
 - (c) comply with the College's policy to make relevant disclosures to the Child Safe Officer and/or the Principal.

6. Breach of this policy

Staff Members that breach this Code may be subject to disciplinary action, including and up to termination of employment or engagement.

7. Review

- 7.1 This Code will be reviewed every two years or as needed.
- 7.2 The College Board will be responsible for reviewing and approving this Code consistent with EREA policies.

8. Related policies, procedures and legislation

- 8.1 Related policies and procedures:
 - (a) Child Protection and Safety Policy;
 - (b) Student Code of Conduct;
 - (c) Parent Code of Conduct;
 - (d) Child Safety Reporting Procedure;
 - (e) Recruitment and Selection Policy;
 - (f) Student Behaviour Management Policy;
 - (g) Risk Management Procedures;
 - (h) Contractor Child Safety Guidelines;

- (i) Victorian Catholic Education Multi-Enterprise Agreement 2018;
- (j) EREA Code of Conduct;
- (k) VIT Code of Conduct;
- (l) Training, Supervision and Professional Development; and
- (m) Online Learning Guidelines.

8.2 Related legislative instruments:

- (a) *Education and Training Reform Act 2006* (Vic);
- (b) Ministerial Order 870;
- (c) *Crimes Act 1958* (Vic);
- (d) *Child Wellbeing and Safety Act 2005* (Vic);
- (e) *Children, Youth and Families Act 2005* (Vic); and
- (f) Child Safe Standards Victoria.

DECLARATION

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

I confirm that I have read and understood the Code and understand that I am required to comply with the Code. I acknowledge that if I breach the Code, I may be subject to disciplinary action, including termination of my engagement with the College.

Name: _____

Signature: _____

Date: _____

Approved by the College Board: June 2016

Reviewed: June 2016, July 2020