

CHILD SAFETY CODE OF CONDUCT

EDU 4.14.2023

Date Approved:	1/01/2023
Date Effective:	1/01/2023
Scheduled Review Date:	31/12/2023
Policy Category:	Educational
Code Owner:	Principal

1. Context

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

Caring for children and young people brings additional responsibilities for the Board, staff, and volunteers of SEDA College (Victoria). This Code of Conduct is intended to complement child protection legislation, school policies and procedures and professional standards, codes or ethics as these apply to staff (employees) and other personnel such as volunteers and contractors.

2. Application

All SEDA College staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the College for student use such as school excursions or camps.

A reference to the College refers to SEDA College.

3. Statement of Code

All SEDA College Board members, staff and volunteers and any other member of the School Community are responsible for promoting the safety and well-being of children and young people by following policies and procedures developed by SEDA College (Victoria), including the College's Child Safety and Wellbeing Policy.

SEDA College Victoria

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4. Code

4.1 Acceptable behaviours

The College is responsible for supporting and promoting the safety of children by:

- Upholding the College's commitment to the safety and welfare of children and young people at all times.
- Treating children, young people and families of the College with dignity, equality and respect in the College environment and outside the College environment as part of normal social & community activities
- Listening & responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student.
- Promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, students who are unable to live at home, lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students.
- Ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- Reporting any allegations of child abuse or other child safety concerns to *the College's Child Safety Champion –Assistant Principal (Education)* or to the Principal.
- Understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our *Child Safety Responding and Reporting Obligations Policy* and the PROTECT Four Critical Actions.
- All reasonable steps are taken to ensure the safety and protection of children and young people within the College.
- Children and young people understand their rights and have these explained to them in age-appropriate language as to what they can expect when participating in a service, activity or program offered by the College.
- Any serious complaints made by a child, young person or their parent/carer are responded to quickly, fairly and transparently via the *Concerns, Complaints & Grievances Policy – Students*.
- They as an employee notify the relevant Child Protection Agency as soon as practicable if they have awareness or a reasonable suspicion that a child has been, or is being, abused or neglected

4.2 Unacceptable behaviours

All College staff, volunteers, contractors and members of the College community involved in child connected work must not:

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- Take part in any unnecessary physical contact with a child or young person.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- Develop a relationship with any student that could be seen as favoritism or amount to "grooming" behaviour
- Display behaviours or engage with students in ways that are not justified by educational or professional context
- Ignore another adult's inappropriate behaviour towards a student
- Discuss intimate topics or use sexualized language (except when required to deliver the curriculum or professional guidance)
- Communicate directly with a student through personal or private contact channels including via social media, email, texting, instant messaging etc. except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or urgent matter.
- Take photos of, or filming a child or student in the school environment except in accordance with the Colleges policy for photo consent or where required for duty of care purposes
- Consume alcohol or take illicit drugs in the College environment or at College events where students are present.
- Have contact with any student outside of school hours except when needed to deliver the required curriculum or professional guidance and parental permission has been sought.
- Discriminate against any child or young person because of age, gender, race, cultural background, religion, vulnerability, sexuality, disability or ethnicity
- Develop any 'special' relationships with children or young people outside of the professional relationship.

4.3 Breaches to the Child Safety Code of Conduct

All SEDA College Staff, volunteers, contractors and any other member of the College community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment contract.

In instances where a reportable allegation has been made, the matter will be managed following the Reportable Conduct Scheme and may be subject to referral to Victoria Police.

All breaches and suspected breaches of this Child Safety Code of Conduct must be reported to the *College Principal*, Ph: 1800 11 7332 or email Principal@scv.vic.edu.au

If the breach or suspected breach relates to the principal, contact the College Board of Management – Chairperson via SCVBoard@scv.vic.edu.au.

5. Communication

This code will be communicated to the College community in the following ways:

- available via the MySEDA Portal
- Available publicly on the College website
- Included in the staff induction process
- All Board members, staff and volunteers will be trained on this Code and any relevant policies. They will be required to sign off that they have completed this each year that they work with the College.
- Hard copy available from the College administration upon request

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6. Referenced Documents

- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy
- Concerns, Complaints & Grievances Policy – Students
- PROTECT Four Critical Actions

Code History

Version	Policy Owner	Consultation	Approval Date	Effective Date	Summary of Changes
V1	Principal		20/06/2022	01/07/2022	New Code
V2	Principal	Consultation on this version was with the Child Safety Sub Committee.			Update to include Acceptable and unacceptable behaviours Details of Child Safety Champion, Principal and Chairperson for reporting purposes Breaches to Code Referenced Documents Consultation details of Code

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