



Child Safety Code of Conduct

All staff, volunteers, contractors and any other person involved in child-connected work at Covenant College are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel at Covenant College are responsible for the safety, participation, wellbeing and empowerment of children by:

- Adhering to the Covenant College Child Protection and Safety Policy and Mandatory Reporting Policy at all times and upholding Covenant College's statement of commitment to child safety at all times.
- Taking reasonable steps to protect children from abuse.
- Treating everyone with respect.
- Listening to and responding to views and concerns of children, particularly if they are telling you that another child has been abused and/or are worried about their safety or the safety of another.
- Promoting the cultural safety, participation, and empowerment of Aboriginal children.
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds.
- Promoting the safety, participation and empowerment of children with a disability.
- Ensuring as far as practicable that adults are not left alone with a child where they are not visible or accessible by others.
- Reporting any allegations of child abuse to either the Principal, one of Covenant College's Child Protection Officers or a member of the Leadership or Child Safety team. It is then the responsibility of the reporter to ensure that the allegation is reported onwards to the DHHS Child Protection or the Victorian Police (it is important to note here that the obligation to

report always *always* lies with the reporter, even after discussions with leadership).

- Reporting any child safety concerns to one of Covenant College's Child Protection Officers.
- If an allegation of child abuse is made, ensure as quickly as possible that the child[ren] are safe.
- Encouraging children to 'have a say', as part of the child abuse education roll out, and participate in relevant organizational activities where possible, especially on issues that are important to them.
- Assist in providing an open, safe and supportive environment for all students to interact and socialize.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Respect the privacy of students and their families, and only disclose information to people who have an identifiable 'need to know'.

In addition to this, all personnel at Covenant College **MUST NOT**:

- Develop any 'special' relationship with students that could be seen as favouritism (this could be through the provision of gifts, or inappropriate attention).
- Exhibit behaviours with children that may be constructed as unnecessarily physical (for example inappropriate sitting on laps).
- Put children at risk of abuse (for example by locking doors).
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Engage in any form of sexual conduct with a student, including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in open discussions of a mature or adult nature in the presence of students (age appropriateness taken into consideration).
- Use inappropriate language in the presence of children.
- Express personal views on cultures or race in the presence of children.
- Discriminate against any child, including because of culture, race, ethnicity or disability.
- Have intentional contact with a child or their family outside of the organization without a member of the Child Safety Team's knowledge (*please see note below). If there is a reason

why staff need to have contact with a student or their family, outside of College context and the clause context below, it is expected that staff will notify a member of the CS team of their intention.

- Have any online contact with a child or their family outside of normal school business contact (*please see note below).
- Ignore or disregard any suspected or disclosed child abuse.
- Shame, humiliate, oppress, belittle or degrade children or young people.
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them.
- Engage in any form of physical violence towards a student, including inappropriate rough physical play.
- Be alone with a child or young person unnecessarily and for more than a very short time.
- Develop a ‘special’ relationship with a specific child or young person for their own needs.
- Photograph or video a child or young person without the consent of the child and his/her parents or guardians.
- Work with children or young people while under the influence of alcohol or illegal drugs.
- Do anything in contravention of the organisation’s policies, procedures or this Code of Conduct.

*It is important to note that Covenant College operates in a specific context where there are many pre-existing relationships between staff and students due to family and church connections in the wider Geelong community. Covenant College understands and acknowledges that this is part of our context as a College and Kindergarten. As such, it provides understanding around pre-existing and established networks of relationships.