

Child Safety Code of Conduct

St Albans Secondary College is dedicated to providing an environment that values excellence, is respectful of all members of the community and which inspires each individual to achieve their potential, and to take their place with confidence in a changing society.

At St Albans Secondary College we hold these values and guiding principles:

- We show leadership by taking responsibility and being committed to our vision and to each other.
- We demonstrate respect, tolerance and fairness to each other.
- We show integrity at all times by being open and honest.
- We take pride in our achievements and strive for academic excellence.
- We value critical thinking, creativity and risk taking in our learning.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at St Albans Secondary College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers and contractors at St Albans Secondary College are expected to actively contribute to a school culture that respects the dignity of its members and promotes the school's core values. They are required to observe child safe principles and to adhere to the expectations for appropriate behaviour towards, and in the company of, children, as outlined below.

Acceptable behaviours

All staff, volunteers and contractors 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 students from abuse.
- treating everyone in the school community with respect.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused, or that they are worried about their safety/or the safety of another child.
- promoting the cultural safety participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example by having a zero tolerance of discrimination).
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities).
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- if an allegation of child abuse is made, ensuring, as quickly as possible, that the child(ren) are safe.
- reporting to the Victorian Institute of Teaching, any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.
- following the Student Management Policy when managing student behaviour.
- only interacting with students online for the purpose of education. These will include:
 - a. Student learning management systems
 - b. School approved Facebook groups i.e MAC, Houses etc.
- staff members establishing a dedicated email account to communicate about school education matters with students.
- ensuring that all school approved social media groups have a staff member identified as administrator who is responsible for monitoring the online activity.

Unacceptable behaviours

All staff, volunteers and contractors must not:

- ignore or disregard any suspected or disclosed child abuse.
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts to or special treatment of, specific children).
- exhibit or initiate behaviours with children that may be construed as unnecessary physical contact (for example inappropriate sitting on laps).
- put children at risk of abuse (for example, by locking doors).
- engage in open discussion 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 in the presence of children.
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- have any online contact or interaction with students except through the school's approved communication & learning management systems. There must be a complete separation between personal accounts & school activities.
- exchange, or use personal contact details of staff, such as phone numbers, social networking sites, passwords, or personal email addresses with children, or allow children access to these details.
- allow personal Facebook accounts to be linked to school approved Facebook groups/pages.
- identify the school name on their personal Facebook or other social media accounts.
- photograph or video a child without the consent of the parent or guardians.
- work with children whilst under the influence of alcohol or illegal drugs.
- consume alcohol or drugs at school or school events in the presence of children.
- interact via social media with past students who are under 18 years of age.
- have any images of students on their personal social media accounts.
- show students under the age of 15 any movie that does not have a rating of G or PG.
- show students a movie with a rating of R.

For additional information, refer to St Albans Secondary College's Child Safety Policy & Child Protection – Reporting Obligations available on our website at www.stalbans.vic.edu.au.