



Child Safe Code of Conduct

A Child Safe Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance refer to the School's Staff and Student Professional Boundaries Policy.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children. When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safe Code of Conduct helps to protect children from harm.

The Child Safe Code of Conduct applies to:

- all staff members, including non-teaching staff and temporary or casual staff
- volunteers
- students
- parents and guardians
- third Party Contractors
- external Education Providers)
- the School Council
- teaching students on placement at the School
- visitors

The Child Safe Code of Conduct set out below is designed to stand alone. It can also be incorporated in whole or part into broader codes of conduct that are developed by the School.

Certain staff members, Volunteers and Third-Party Contractors at the School may have professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must also be complied with. In the event that the staff member, Volunteer or Third-Party Contractor considers that there is a conflict between these codes of conduct and the Child Safe Code of Conduct in a particular matter, the relevant staff member, Volunteer or Third-Party Contractor must seek advice from their professional or occupational regulatory body and/or a Child Protection Officer, and must advise the Principal of their proposed course of action.

The Child Safe Code of Conduct is made available to all staff, volunteers, families and students via our public website.



Our Child Safe Code of Conduct

This Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Korowa may take disciplinary action, including in the case of serious breaches, summary dismissal.

The School reviews the Code annually and it is due for review in September 2022.

Korowa has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, non-teaching staff, the School Council, volunteers, third party contractors, external education providers and parents/guardians. The School Council has endorsed this Child Safe Code of Conduct.

DO:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the School with respect to child protection.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a voice' and participate and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safe Code of Conduct.
- Report concerns about child safety to one of the School's Child Protection Officers, namely our Head of Senior School, Head of Junior School, the School Chaplain, the School Counsellor or the Risk and Compliance Coordinator
- Ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.
- Handle all Personal Information in accordance with the School's Privacy Policy.

DO NOT:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent.
- Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse.



Our Child Protection Program includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all adults on how to maintain professional boundaries between students and adults at Korowa.

Agreement to Child Safe Code of Conduct

A copy of the Child Safe Code of Conduct is provided to all Staff, Direct Contact Volunteers and Direct Contact Contractors at induction, or otherwise prior to them commencing work at the School. It is also communicated via refresher training at regular intervals for all Staff.

All Staff, as well as Direct Contact Volunteers, must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at School.

The Child Safe Code of Conduct forms part of the contract between the School and any Direct Contact Contractors. Therefore, all Direct Contact Contractors are deemed to have agreed to adhere to the Child Safe Code of Conduct upon signing the contract or upon commencing work at the School.

Consequences for Breaching the Child Safe Code of Conduct

Staff, including the School Executive and Principal, Volunteers and Contractors who breach the Child Safe Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension or
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the School community breaches any obligation, duty or responsibility within the Child Safe Code of Conduct, Korowa will take appropriate action.



Report any concerns

The Program also includes information for the School Council, staff and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our School's nominated Child Protection Officers.

It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Third party contractors, external education providers, indirect contact volunteers, students, parents/guardians or other community members who have concerns that a child may be subject to abuse or grooming are asked to contact one of the School's Child Protection Officers.

Our Child Protection Officers may be contacted via the Main School Reception in person or by calling 8808 8888.

Communications will be treated confidentially on a 'need to know basis' and all Personal Information will be dealt with in accordance with the School's Privacy Policy.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.

This Code will be reviewed in September 2022