

Contractors/Volunteers Code of Conduct: Safeguarding Children and Young People

Catholic Regional College North Keilor August 2016

At Catholic Regional College North Keilor it is essential that there is clarity for all contractors/volunteers in relation to their responsibility and accountability for ensuring child safety and a child safe environment.

This Contractors/volunteer Code of Conduct has a specific focus on safeguarding our students at **Catholic Regional College North Keilor** against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement our other policies and professional standards related to the way we interact with our students.

The College encourages an environment in which relationships are responsive and respectful and in which students' sense of security and belonging is promoted. The following code is designed to fulfil this commitment and to comply with the responsibilities of school staff and others who interact with children contained in *Ministerial Order No 870 – Child Safety Standards – Managing the risk of child abuse in schools*, which establishes minimum standards for maintaining child-safe environments; as well as the school's obligations under the *Crimes Act (1958)*; together with the *Crimes Amendment (Protection of Children) Act 2014* for all adult members of the community to disclose, or protect a child from, sexual abuse. This code of conduct should be read in conjunction with the school's Child Safe Policy and Policy for Protection of Children and Managing the Risk of Child Abuse (www.crcnk.com.au).

Code of Conduct

All contractors/volunteers at Catholic Regional College North Keilor 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 and justice and in particular the College values of Faith, Respect, Resilience and Compassion. All members of the College community are required to observe child safe principles and the expectations for acceptable behaviours towards, and in the company of, our students.

Acceptable behaviours

All contractors/volunteers are responsible for supporting the safety of our students 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 our 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/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- 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 our students with a disability
- ensuring as far as practicable that adults are not alone with a student
- reporting any allegations of child abuse to the Principal or Deputy Principals and ensuring any allegation is reported to the police or child protection
- reporting any child safety concerns to the Principal or Deputy Principals
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- ensuring that the child(ren) are in a safe environment as quickly as possible should an allegation of child abuse be made

Unacceptable or questionable behaviours

All contractors/volunteers must:

- not ignore or disregard any suspected or disclosed child abuse, and also

1. Through their actions:

- not initiate physical contact or discipline a student
- minimise opportunities for interactions with students
- not exhibit behaviours towards children which may be construed as inappropriate
- protect our students from the risk of abuse in the school environment

2. In their conversations and correspondence via any medium:

- not use inappropriate language in the presence of our students
- not have discussions of a mature or adult nature in the presence of our students
- not make jokes or innuendos of a sexual nature
- not use or condone obscene gestures or pornographic material
- avoid expressing personal views on cultures, race or sexuality in the presence of our students
- not discriminate against any student; because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability

Adherence to the Code of Conduct is reinforced:

- in the induction training for new contractors/volunteers
- as part of refresher training for existing contractors/volunteers
- in employment advertisements and contracts which will reference the compliance requirements

I, _____ from _____,

confirm I have been provided with a copy of the **Code of Conduct** and have read the expectations stated.

Signed: _____

Date: _____

Policy: 2 August 2016 Review Date: Dec 2017