



# Catholic College Sale

## CHILD SAFETY CODE OF CONDUCT

### 1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited (the Board) governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers, and authority to the Principal of Catholic College Sale Ltd (the College). This includes the effective implementation of this *Child Safety Code of Conduct* and the compliance obligations outlined herein.

### 2.0 INTRODUCTION

Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem, and integrity of children and young people and providing them with a safe, supportive, and enriching environment to develop spiritually, physically, intellectually, emotionally, and socially.

All students enrolled at the College have the right to feel safe and be safe. The well-being of children in our care will always be our priority, and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety.

### 3.0 PURPOSE

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

All school staff, volunteers, contractors, clergy, College Board members and any other adult involved in child-connected work at the College must follow the Child Safety Code of Conduct. They are also 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, compassion and justice.

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 school for student use (for example, school camps and excursions).

This Code of Conduct has a specific focus on promoting child safety and wellbeing in the school environment and safeguarding children and young people at the College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and occupational codes.

## 4.0 ACCEPTABLE BEHAVIOURS

All College staff, volunteers, contractors, clergy, College Board members and any other member of our school community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- upholding the College's commitment to child safety at all times and adhering to our *Child Safety and Wellbeing Policy*;
- treating students and families in our school community with respect in our school environment and outside our school environment as part of everyday social and community activities;
- listening and 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 and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender, intersex, queer/questioning and/or asexual (LGBTIQA+) 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 line of sight of another responsible adult;
- reporting any allegations of child abuse or other child safety concerns to The Principal or Deputy Principal Learning and Wellbeing (College Chief Child Safeguarding Officer);
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in accordance with the Four Critical Actions for Schools and the following policies:
  - *Child Safety and Wellbeing Policy*
  - *Responding to and Reporting Child Safety Incidents or Concerns Policy*
  - *Responding to and Reporting Child Safety Incidents or Concerns Procedural Guidelines*
  - *Child and Family Violence Information Sharing Schemes Policy*;
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm;
- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions concerning a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher;
- ensuring they comply with any and all applicable professional or occupational codes of conduct.

## 5.0 UNACCEPTABLE BEHAVIOURS

All College staff, volunteers, contractors, clergy, Board directors, and members of our school community involved in child-connected work must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm;
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts);
- display behaviours or engage with students in ways that are not justified by the educational or professional context;
- ignore an adult's overly familiar or inappropriate behaviour towards a student;
- put children at risk of abuse (for example, by locking doors);

- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (for example, toileting or changing clothes);
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance;
- engage in open discussions 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 culture, race or sexuality in the presence of children;
- treat a child or student unfavorably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity;
- communicate directly with a student through personal or private contact channels (including social media, email, instant messaging, texting, etc.) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter and when principal and parental permission has been sought;
- photograph or video a child or student in a school environment except where written consent has been obtained or where required for duty of care purposes;
- take illicit drugs in the school environment or at school events where students are present;
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance, and principal and parental permission has been sought;
- have contact with a child or their family outside school without the school leadership's or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate;
- where a staff member (including volunteers and those providing religious ministry) has existing relationships outside of school with students and/or families, this should be made known to the Principal;
- consume alcohol at school or at school events in the presence of students, with limited exceptions that must be approved by the Principal, such as when a school has a VET commercial hospitality venue or at a Year 12 Graduation event where parents, guardians or carers are present and responsible for their children.

## **6.0 PROFESSIONAL CODES OF CONDUCT**

### **6.1 Teachers**

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the Victorian Institute of Teaching (VIT). These principles include:

- knowing their students well, respecting their individual differences and catering for their individual abilities;
- working to create an environment which promotes mutual respect;
- modelling and engaging in respectful and impartial language;
- protecting students from intimidation, embarrassment, humiliation and harm;
- respecting a student's privacy in sensitive matters;
- interacting with students without displaying bias or preference;
- not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students.

## 6.2 Psychologists and School Wellbeing Support Officers

In their dealings with students, psychologists and school wellbeing support officers should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- the Australian Health Practitioner Regulation Agency;
- the Australian Counselling Association;
- Speech Pathology Australia.

## 6.3 Sports and recreation

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language;
- coaching students to be 'good sports';
- explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity;
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

## 7.0 BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

All College staff, volunteers, contractors and any other member of the school 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 agreement or relevant industrial instrument, professional code of conduct or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the DOSCEL Guide to Reporting Conduct under the Reportable Conduct Scheme. It may be subject to referral to Victoria Police and /or a regulatory body, such as the VIT.

All breaches and suspected breaches of the College's *Child Safety Code of Conduct* must be reported to the Principal or Deputy Principal Learning and Wellbeing (College Chief Child Safeguarding Officer).

If the breach or suspected breach relates to the principal, contact the Chair of the College Board.

## 8.0 MONITORING AND REPORTING

The College Board is responsible for the management and general administration. Based on the principle of subsidiarity and in keeping with the Board's delegation, a broad range of duties, functions, powers and authority are delegated to the Principal. This includes the effective implementation of this Code of Conduct and the compliance obligations outlined in this Code of Conduct.

However, the College Board remains responsible for monitoring the development and implementation of this Code of Conduct.

The Principal is responsible for:

- ensuring compliance with the obligations outlined in this Code of Conduct;
- assigning authority, responsibility and accountability at appropriate levels within the school for Code of Conduct implementation and compliance;
- providing delegated staff with the direction, support and resources necessary to fulfil Code of Conduct requirements;
- ensuring cyclic reviews of the Code of Conduct;
- reporting and escalating concerns, issues and Code of Conduct breaches to the College Board.

Whilst the Principal will play an important role in the effective implementation of this Code of Conduct and compliance with the Standards, it is noted that responsibility for compliance with the Standards ultimately remains with the College Board.

## 9.0 CHILD SAFETY CODE OF CONDUCT STATUS AND REVIEW

At the College, we are committed to continuous improvement of our child safety systems and practices. We intend this Code of Conduct to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

<b>Approved by</b>	CC Sale Ltd Board
<b>Person(s) Responsible</b>	Principal
<b>Date(s) Reviewed or Updated</b>	August 2025
<b>Next Review Date</b>	August 2027

## Child Safety Code of Conduct Agreement

I acknowledge that I have received, read and understood this Code of Conduct and I agree to adhere to its standards and expectations. I understand that any violation of the Code shall result in my being subject to appropriate disciplinary action.

Name: .....

Role/position: .....

Signature: .....

Date: .....

### NOTE – OFFICE ADMINISTRATION

A copy of this Code of Conduct is to be provided to all College staff and personnel.

Original signed copy of this Code and agreement to be retained by the College; a copy to be provided to staff members and personnel.