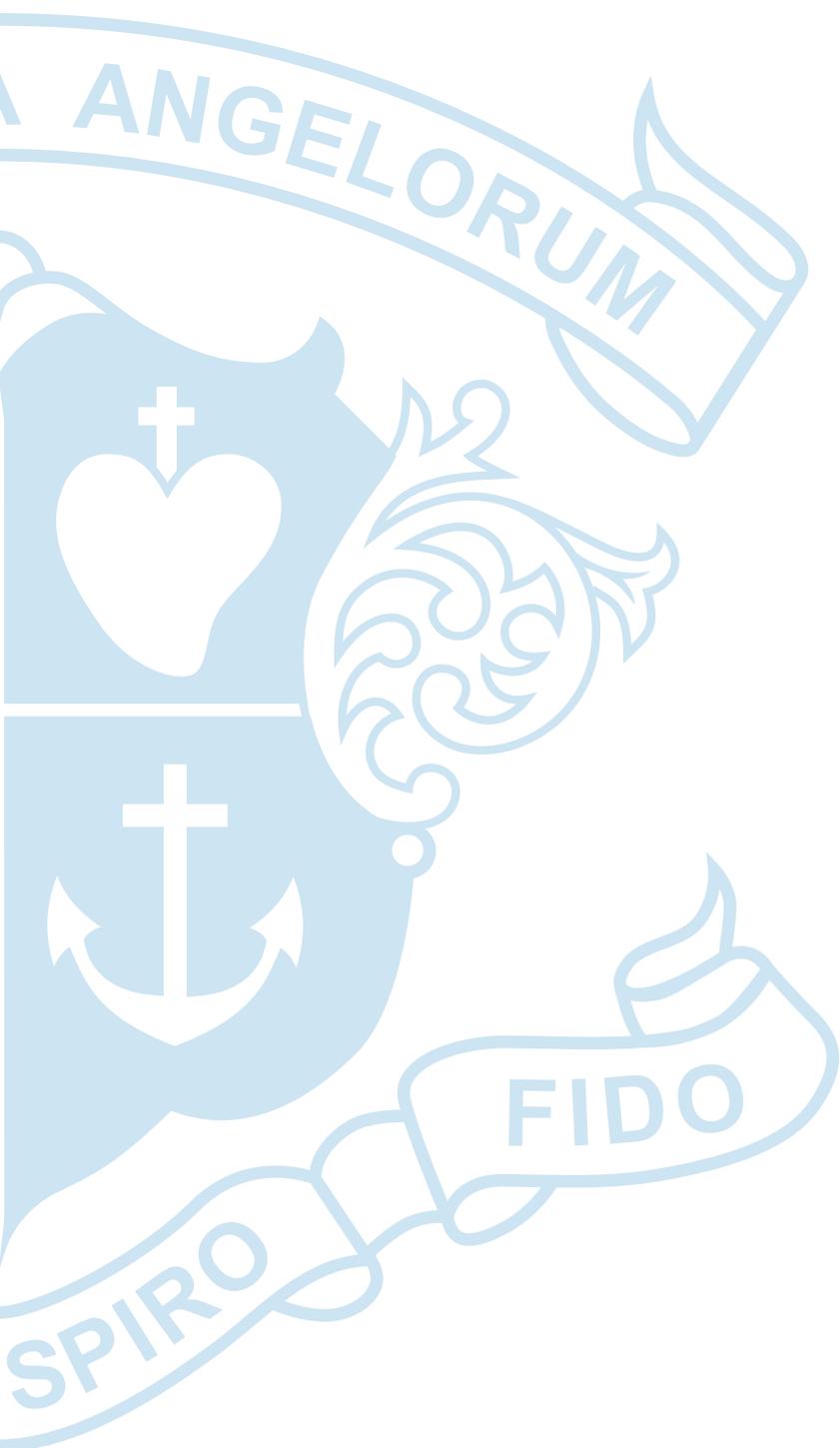


Child Safety Code of Conduct



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LORETO Mandeville Hall Toorak

CHILD SAFETY CODE OF CONDUCT JULY 2016

At Loreto Mandeville Hall Toorak we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel (CECV Commitment Statement to Child Safety).

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic school (Congregation for Catholic Education 1997, n. 9).

There has been a long tradition of care for every student at Loreto Toorak.

"...relationships in the school community will be marked by mutual respect, acceptance of difference and the presumption of goodwill...students are helped to develop a sense of identity that is inwardly free and to become more capable of accepting responsibility for their lives and of courageous, compassionate and generous service." (*Loreto Schools of Australia Mission Statement 2010*, p6)

Purpose

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

All staff, volunteers, contractors, clergy and Board members at Loreto 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, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. The list of acceptable and unacceptable behaviours is by no means exhaustive. Staff who are current students, or immediate past students of the school are permitted to have current student phone and social media contact information. Use of these contacts must always fall within the "valid reason" rationale and any communication must always be supportive of the School.

LORETO Mandeville Hall Toorak

Acceptable Behaviours

All staff, volunteers, contractors, clergy and Board members 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 children 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 children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- 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.

LORETO Mandeville Hall Toorak

Unacceptable Behaviour

All staff, volunteers, contractors, clergy and Board members 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 or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- 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 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 contact with a child or their family outside of school without a valid reason or context (for example, a staff member may be a family friend and social contact is understandable or may be involved in community activities outside of school).
- have any online contact with a child (including by social media, email, instant messaging etc) or their family without a valid reason or context
- use any personal communication channels/device such as a personal email account to communicate with students without a valid reason or context
- exchange personal contact details such as phone number, social networking sites or email addresses without a valid reason or context
- photograph or video a child without the consent of the parent or guardians
- supervise or work with children whilst under the influence of alcohol or illegal drugs

STAFF ATTESTATION

I, _____, confirm that I have:

1. Been made aware that Loreto Mandeville Hall Toorak is committed to Child Protection
2. Been made aware of my responsibilities and obligations in relation to Child Protection
3. Read and understood the Loreto Toorak Child Safety Code of Conduct and commit to its implementation

Signed: _____

Date: _____

LORETO Mandeville Hall Toorak

Responsible Officer	Deputy Principal
Approved by	
Approved and commenced	28 October 2016
Review by	May 2017
Relevant Legislation	Working with Children Act 2005 Ministerial Order No 870 – Child Safe Standards: Managing the risk of Child Abuse in Schools Privacy and Data Protection Bill 2014 (Vic)
Related Policies & Procedures	<ul style="list-style-type: none">• Staff Code of Conduct• A Code of Conduct Developed for Members of Governing Bodies of Schools by ASC• Student Code of Conduct• Duty of Care Policy• Privacy Policy
Version	2 (Child Safety Code of Conduct)
Amendment	Staff who are current students or immediate past students of the school are permitted to have current student phone and social media contact information. Use of these contacts must always fall within the “valid reason” rationale and any communication must always be supportive of the School.



LORETO
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