

# Child Safety

## Code of Conduct



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# LORETO Mandeville Hall Toorak

## CHILD SAFE CODE OF CONDUCT

### INTRODUCTION

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.

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 Safety Code of Conduct helps to protect children from harm.

This Child Safe Code of Conduct has been approved and endorsed by the School Board.

### 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, eliminate 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, Loreto Toorak may take disciplinary action, including in the case of serious breaches, summary dismissal.

Loreto Toorak has the following expectations of behaviours and boundaries for all adults interacting with students within our School community. This includes all teaching staff, general staff, the School Board, Volunteers, Third Party Contractors, External Education Providers and parents/carers.

### ACCEPTABLE BEHAVIOUR

- 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 towards students.
- Encourage students to 'have a say' 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 Safety Officers and ensure that your legal obligations to report allegations externally are met.



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- 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.

## UNACCEPTABLE BEHAVIOURS

- 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 significant, 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 meetings with a child that is not your own, outside of school hours and without permission from the School and the child's parent.
- 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/carer 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.

## REPORT ANY CONCERNS

Our Child Safe Program provides detailed guidance as to how to identify key risk indicators of child abuse and how to report concerns to one of our nominated Student Safety Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Staff, third party contractors, external education providers, volunteers, students, parents/carers and other community members who have concerns that a child may be subject to abuse or grooming are asked to contact the relevant authority or the School's Senior Child Safety Officer, our Executive Deputy Principal, by phoning 03 9823 8100 or [email](#).



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Communication will be treated confidentially with a 'need to know' basis. Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

## POLICY AND PROGRAM REVIEW

Loreto Toorak is committed to the continuous improvement of our Child Safe Program, which is regularly reviewed for overall effectiveness and to ensure compliance with all child safe related laws, regulations and standards.

Policy Name: Child Safe Code of Conduct	Last Updated: August 2019
Policy Owner: Executive Deputy Principal	Date of Next Review; August 2022
Reviewer: Risk & Compliance	
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## ACKNOWLEDGEMENT OF THE CHILD SAFE CODE OF CONDUCT

I have received and read the Loreto Toorak Child Safe Code of Conduct.

I understand my obligations and responsibilities under the Code of Conduct. This includes immediately reporting any breach of this Code to a teacher, a School Child Safety Officer or a member of the School's Leadership Team or the relevant authority.

If a child is at immediate risk of abuse, I will contact the Police on 000.

By signing the below, I agree to comply with the Child Safe Code of Conduct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MARIA REGINA ANGELORUM



# LORETO

Mandeville Hall Toorak

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10 Mandeville Crescent  
Toorak Victoria 3142

+61 3 9823 8100

[www.loretotoorak.vic.edu.au](http://www.loretotoorak.vic.edu.au)

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