



## CPS02 CHILD SAFETY CODE OF CONDUCT

### RATIONALE

Trinity Lutheran College aims to provide a caring and safe learning environment, where the love of Jesus Christ governs all interactions and relationships. Members of the Trinity Lutheran College community have a responsibility to ensure children and young people are safe in all school environments and school related activities.

A Child Safety 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.

Clear behavioural expectations define appropriate actions for individuals to take with each other and with children. The Code of Conduct provides a clear and transparent expectation to protect children from harm and ensure people are accountable for their behaviour.

The Child Safety 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 within the College, including other professional or occupational codes of conduct that regulate particular staff at the College. The Code is made available to all staff, volunteers, contractors, families and learners.

### SCOPE

This policy applies to all members of the College community including employees, College Board members, volunteers, contractors, external education providers, parents and families, visitors and children in the context of the school environment as defined below.

### RESPONSIBILITY

The College Board through the Principal has overall responsibility for this policy.

### DEFINITIONS

**Child abuse:** includes any act committed against a child involving sexual offences or grooming; the infliction on a child of physical violence, serious emotional or psychological harm; serious neglect of a child and a child's exposure to family violence.

**School environment:** means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours including the College campus, online environments such as internet and email systems, other locations provided by the College for a child's use including, without limitation, locations used for school camps, sporting events, excursions, competitions, remote learning and other events.

### POLICY

1. The Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults towards students. The Code serves to protect learners, reduce any opportunities for abuse or harm to occur and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.
2. Trinity Lutheran College has the following expectations of behaviours and boundaries for all adults interacting with learners within our College community.
  - 2.1. Behave as a positive role model to learners.
  - 2.2. Promote the safety, welfare and wellbeing of all learners.
  - 2.3. Be vigilant and proactive with regard to learner safety and child protection issues.
  - 2.4. Provide age appropriate supervision for learners.



- 2.5. Comply with guidelines published by the College with respect to child protection and safety.
  - 2.6. Treat all learners with respect.
  - 2.7. Promote the safety, participation and empowerment of learners with a disability.
  - 2.8. Promote the cultural safety, participation and empowerment of linguistically and culturally diverse learners.
  - 2.9. Use positive and affirming language toward learners.
  - 2.10. Encourage learners to 'have a say' and then listen to them with respect.
  - 2.11. Respect all differences, especially (but not limited to) cultural, religious and political differences.
  - 2.12. Help provide an open, safe and supportive environment for all learners to interact, and socialise.
  - 2.13. Intervene when learners are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
  - 2.14. Report any breaches of this Child Safety Code of Conduct.
  - 2.15. Report concerns about child safety to one of the College's Child Safety Officers and ensure that your legal obligations to report allegations externally are met.
  - 2.16. Where an allegation of child abuse is made, ensure as quickly as possible that the learner involved is safe.
  - 2.17. Call the Police on 000 if you have immediate concerns for a learner's safety.
  - 2.18. Respect the privacy of learners and their families and only disclose information to people who have a need to know.
3. Adults interacting with learners within our College community will not:
- 3.1. Engage in any form of inappropriate behaviour towards learners or expose learners to such behaviour.
  - 3.2. Use prejudice, oppressive behaviour or inappropriate language with learners.
  - 3.3. Express personal views on cultures, race or sexuality in the presence of learners or discriminate against any learner based on culture, race, ethnicity or disability.
  - 3.4. Engage in open discussions of an adult nature in the presence of learners.
  - 3.5. Engage in any form of sexual conduct with a learner including making sexually suggestive comments and sharing sexually suggestive material.
  - 3.6. Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a learner can do for themselves, such as toileting or changing clothes.
  - 3.7. Engage in any form of physical violence towards a learner including inappropriately rough physical play.
  - 3.8. Use physical means or corporal punishment to discipline or control a learner.
  - 3.9. Engage in any form of behaviour that has the potential to cause a learner serious emotional or psychological harm.
  - 3.10. Develop 'special' relationships with learners that could be seen as favouritism (for example, the offering of gifts or special treatment for specific learners).
  - 3.11. Engage in undisclosed private meetings with a learner that is not your own child.
  - 3.12. Engage in inappropriate personal communications with a learner through any medium, including any online contact or interactions with a learner.
  - 3.13. Take or publish (including online) photos, movies or recordings of a learner without parental/carer consent.



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<p><b>PROTOCOLS</b></p>	<p>3.14. Post online any information about a learner 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.</p> <p>3.15. Ignore or disregard any suspected or disclosed child abuse.</p> <ol style="list-style-type: none"> <li>1. Our Child Safe Program includes a Staff and Student Professional Boundaries Policy (CPS03) that provides detailed guidance for all staff and volunteers on how to maintain professional boundaries between learners and adults at Trinity Lutheran College.</li> <li>2. The Program also includes information for members of the College Board, staff and volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our College's nominated Child Safety Officers.</li> <li>3. Where a staff member breaches the Code, Trinity Lutheran College may take disciplinary action, including in the case of serious breaches, summary dismissal.</li> <li>4. The College will revise the Code annually.</li> <li>5. The Program contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities (see Mandatory Reporting Procedure Flow Chart and Child Safety Officer Poster).</li> <li>6. Third party contractors, external education providers, learners, parents or other community members who have concerns that a child may be subject to abuse are asked to contact one of the College's Child Safety Officers.</li> <li>7. Communications will be treated confidentially on a 'need to know basis'.</li> <li>8. Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.</li> </ol>
<p><b>FURTHER INFORMATION</b></p>	<ol style="list-style-type: none"> <li>1. Information for the College community on the College's Child Safe Program and policies can be found on the College website.</li> <li>2. Detailed information and training for College employees and College Board members can be found on the College Staff Drive and Compliespace.</li> </ol>
<p><b>BREACH OF POLICY</b></p>	<p>Where a staff member breaches the Policy, Trinity may take disciplinary action, including in the case of serious breaches summary dismissal. In some cases outside agencies and or the Police may need to be informed.</p>
<p><b>ASSOCIATED DOCUMENTS &amp; RELATED POLICIES</b></p>	<ul style="list-style-type: none"> <li>• Mandatory Reporting Procedure Flow Chart: (Found in Associated Documents) (<a href="https://www2.education.vic.gov.au/pal/protecting-children/policy?Redirect=1">https://www2.education.vic.gov.au/pal/protecting-children/policy?Redirect=1</a>)</li> <li>• Child Safety Officer Poster</li> <li>• Ministerial Order 1359 (1 July 2022) (Vic)</li> <li>• VRQA Minimum Standards 2022</li> <li>• Child Wellbeing and Safety Act 2005</li> <li>• Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)</li> <li>• Children Legislation Amendment (Reportable Conduct) Act 2017 (Vic)</li> <li>• Education and Training Reform Act 2006 (Vic)</li> <li>• The Children, Youth and Families Act 2005</li> <li>• Crimes Amendment (Protection of Children) Act 2014</li> <li>• POL4.7 BYOD Code of Conduct &amp; Agreement Form</li> <li>• POL1.8 Student Code of Conduct</li> <li>• POL1.9 Parent Code of Conduct</li> <li>• POL2.2 Code of Conduct_Staff</li> </ul>



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### RECORD OF APPROVAL

<i>Presented for approval by</i>	<i>Eloise Beveridge (Principal)</i>
<i>Approval to publish</i>	<i>This policy is approved by Trinity Lutheran College Board for publication and distribution having considered relevant legislation and/or implementation requirement of users.</i>
<i>Approved by</i>	<i>Trinity Lutheran College Board</i>
<i>Signed by TLC Council Chair</i>	<i>Debbie Bennett (2016 – 2022) Garry Wallace (2023)</i>
<i>Date Approved</i>	<i>19 July 2016, updated 18 February 2019, updated 18 May 2020, February 2021, February 2022, November 2023</i>
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