

Child Safety Code of Conduct

Hume Anglican Grammar is committed to child safety and has **a zero tolerance of child abuse**. We support and respect all children, as well as our staff and volunteers. In accordance with Hume's commitment to the safety, participation and empowerment of all children, all staff are obligated to actively support the school's child safe standards. A means of affirming commitment is by the endorsement of this Code of Conduct which conveys appropriate standards of behaviour by adults towards children.

All staff, Board members, contractors and volunteers and approved visitors (including but not limited to pre-service teachers, guest presenters, contracted tradespeople working in 'direct contact' with children) of Hume Anglican Grammar are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children. Specifically, all Hume Anglican Grammar personnel, volunteers and approved visitors are responsible for supporting the safety, participation, wellbeing and empowerment of children and must adhere to this Code of Conduct to help protect children from abuse by:

- adhering to Hume Anglican Grammar's Child Safety Policy, a key component of the School's statement of commitment to child safety
- taking all reasonable steps to protect children from abuse
- treating everyone 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 and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal 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 left alone with a child, this includes but is not limited to, school camps, counselling sessions, when receiving first aid, bus travel and children with high support needs
- reporting any allegation(s) of child abuse to the School's Child Safety Officer, the Deputy Principal, and ensuring any allegation is reported to Child Protection
- reporting any child safety concerns to the Deputy Principal of Hume Anglican Grammar
- if an allegation of child abuse is made, the first priority is to ensure as quickly as possible that the child(ren) are safe. It is also important to respect the privacy of children and their families, and only disclose information to people who have a need to know

The Principal of Hume Anglican Grammar will report to the Victorian Institute of Teaching (VIT) 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.

Staff and volunteers must not:

- 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 or sitting alongside a child with an arm around them).

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- use any physical contact when interacting with or disciplining a child that is inappropriate or unacceptable for the duty being performed or the circumstances
- put children at risk of abuse (for example, by locking doors or closing blinds to obscure vision)
- 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, about personal social activities)
- use inappropriate language in the presence of children
- express derogatory personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of the school without a member of Hume Anglican Grammar's Senior Leadership Team's knowledge and/or consent (for example, no babysitting). Incidental contact, such as seeing people in the street or in a restaurant, is acceptable
- have any online contact with a child through social media. Staff must adhere to the school's ICT and Social Media policies with respect to online interaction with children both during and outside of school hours
- ignore or disregard any suspected or disclosed child abuse

Breaches

A breach of the Code may be:

- a disciplinary matter for the school (and result in performance management, formal warning, suspension, demotion or termination in accordance with industrial processes)
- a contractual matter (breach, termination)
- due to professional misconduct, referred to the Victorian Institute of Teaching
- a breach of statute referred to relevant authorities;
- a criminal matter referred to relevant authorities
- a civil matter referred for legal advice and remedy
- any disciplinary process in relation to a breach of the Code will be managed with procedural fairness and in keeping with the principles of natural justice

Reportable Conduct procedure

If an allegation of child abuse is made, the first priority is to ensure as quickly as possible that the child(ren) are safe. It is also important to respect the privacy of children and their families, and only disclose information to people who have a need to know.

If the Principal of Hume Anglican Grammar becomes aware of a reportable allegation against an employee, he/she must notify the Commission for Children and Young People in writing within 3 business days of the reportable allegation. The Principal will then adhere to the obligations of heads of organisations, under the Victorian Reportable Conduct scheme.

The Principal will also report to the Victorian Institute of Teaching (VIT) 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.

By observing these standards and signing below, you confirm your commitment to the School's child safe principles and expectations, and acknowledge your responsibility to immediately report any breach of this code to a member of Hume Anglican Grammar's Senior Leadership Team.

I agree to adhere to this Code of Conduct:

Name:Signature:

Date:

IF YOU BELIEVE A CHILD IS AT IMMEDIATE RISK OF ABUSE PHONE 000

The Deputy Principal as the School's designated Child Safety Officer is responsible for the development, review and implementation of the Child Safety Code of Conduct.