

Child Safe Program

Child Safe Codes of Conduct

This Child Safe Codes of Conduct outlines appropriate standards of behaviour towards students for all adults in the Agency environment. It serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the Agency environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the Agency's policy that any breach of the Child Safe Codes of Conduct is a child safety incident that must be reported internally.

Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

For more information, refer to our procedures for [Responding to and Reporting Child Safety Incidents or Concerns](#).

The Agency reviews the Child Safe Codes of Conduct Annually. Salesian Society has endorsed this Child Safe Codes of Conduct.

Our Child Safe Codes of Conduct is published on our public website.

Our Child Safeguarding Program also includes a [Staff and Student Professional Boundaries Policy And Procedures](#) that provides detailed guidance for all Staff, Volunteers and Contractors on how to maintain professional boundaries with students.



Scope

The Child Safe Codes of Conduct applies to all adults in the Agency community, including:

- the Executive Director and the Leadership Team
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors
- External Education Providers
- teaching students on placement at the Agency
- Visitors

(together referred to as “the Agency Community” for the purposes of the Child Safe Codes of Conduct).

The Child Safe Codes of Conduct applies in all Agency environments. Agency environments include both physical and online environments, as well as any environment (including those outside the Agency’s grounds) where Agency-related activities are occurring.

Some staff members, Volunteers and Contractors at the Agency may have other professional or occupational codes of conduct that regulate their profession or occupation. These staff members, Volunteers and Contractors must comply with these other codes of conduct. If a staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Safe Codes of Conduct in a particular matter, they must seek advice from their professional or occupational regulatory body and/or a Child Safeguarding Officer, and must advise the Executive Director of their proposed course of action.



The Child Safe Codes of Conduct

Each member of the Agency Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour.

Do

- Uphold and act in accordance with Dunlea Centre's Child Safeguarding Policy at all times.
- Comply with applicable guidelines published by the Agency with respect to child safety, such as the Staff and Student Professional Boundaries Policy and Procedures.
- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to child safety and protection issues.
- Provide age-appropriate supervision for students.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate, 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 socialize.
- Intervene when students are engaging in bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Safe Codes of Conduct.
- Report concerns about child safety to a Child Safeguarding Officer and ensure that your legal obligations to report child abuse or other harm externally are met.



- Where an allegation of child abuse or other harm 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.

Do Not

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Discriminate against any student on the basis of characteristics that are protected in anti-discrimination legislation or express personal views that support or promote such discrimination.
- 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 (other than as expressly outlined in our [Restraint of Students Policy](#)) or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious 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 who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.



- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post identifying information about a student online unless it is necessary for the Agency's Activities or you have consent from the student and/or their parent/carer. Identifying Information includes things such as the student's 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 or other harm.

Agreement to the Child Safe Codes of Conduct

The Agency provides a copy of the Child Safe Codes of Conduct to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the Agency. The Agency also communicates it via refresher training at regular intervals for all Staff, as well as relevant Volunteers and Contractors.

All Staff, and Direct Contact and Regular Volunteers must sign an agreement to adhere to the ChildSafe Codes of Conduct prior to commencing work at the Agency.

The Child Safe Codes of Conduct forms part of the contract between the Agency and any DirectContact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safe Codes of Conduct on signing the contract or on commencing work at the Agency.

The Child Safe Codes of Conduct and Reportable Conduct

Our Child Safeguarding Codes of Conduct outline expected standards of behaviour for all Staff at the Agency. However, breaches of these Codes of Conduct will not always be Reportable Conduct. For Example, a Volunteer accepting a social media 'friend' request from a student would be a breach of your Child Safeguarding Codes of Conduct but may not amount to Reportable Conduct.



These kinds of breaches of our Child Safeguarding Codes of Conduct can be dealt with at the Agency Level and the Agency does not need to report them to the Office of the Childrens' Guardian.

For more information, refer to our [Reportable Conduct](#) policies and procedures.

Consequences for Breaching this Child Safe Codes of Conduct

Staff, including the Leadership Team and Executive Director, Volunteers and Contractors who breach the Child Safe Codes of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the Agency community breaches any obligation, duty or responsibility within our Child Safe Codes of Conduct, Dunlea Centre will take appropriate action.

Report Any Concerns

Whenever there are concerns that a child or young person is in immediate danger, call the Police on 000.



Staff

It is the Agency's policy that any breach of the Child Safe Codes of Conduct is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally to a Child Safeguarding Officer or the Executive Director. Where the child safety incident or concern involves the Executive Director, internal reports should instead be made to the Chair of the Board by at boardchair@boystown.net.au

Note that reporting internally does not change any obligation that Staff may have under legislation to report to an external authority.

Our Child Safeguarding Program includes information for Staff, Volunteers and Contractors about how to identify key indicators of abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant external authorities. For more information, refer to our Responding To and [Reporting Child Safety Incidents or Concerns](#).

Students

Students who are the victim of, or who witness or suspect a breach of the Child Safe Codes of Conduct can:

- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This Might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the Agency's anonymous QR code anonymous survey and feedback boxes, which is located Online and in all residential houses
- contact Childwise.



Parents/Carers, Family Members or Other Community Members

Parents/carers, family members or other community members who witness or suspect that there has been a breach of the Child Safe Codes of Conduct, or have concerns that a child or young person associated with the Agency may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

- the Agency's Senior Child Safety Officer the Executive Director, by phoning 8508 3900 or emailing admin@boystown.net.au or the Executive Director
- if the concern relates to the Executive Director, the Chair of the Board by at boardchair@boystown.net.au.

Communications will be treated confidentially on a 'need to know basis'.

Source of Obligation

- Education Act 1990 (NSW), section 47(1)(g)
- Registered and Accredited Individual Non-government Schools Manual (NSW) Manual, section B8.1
- NSW Child Safe Standards, Standard 1
- National Principles for Child Safe Organisations, Principle 1

