

Child Protection Code of Conduct

This Child Protection Code of Conduct outlines appropriate standards of behaviour towards students for all adults in the School environment. It serves to protect students, reduce 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.

It is the School's policy that any breach of the Child Protection Code 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.

SCOPE

The Child Protection Code of Conduct applies to all adults in the School community, including:

- the Principal and the Executive 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 School
 - Visitors
- Parents and Carers

(together referred to as "the School Community" for the purposes of the Child Protection Code of Conduct).



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

THE CHILD PROTECTION CODE OF CONDUCT

Each member of the School 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 Queenwood's Child Protection Policy at all times.
- Comply with applicable guidelines published by the School with respect to child safety, such as the Staff and Student Professional Boundaries Policy.
- 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 socialise.
- 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 Protection Code of Conduct.



- Report concerns about child protection to the Principal (or her delegates if you cannot contact the Principal) and ensure that your legal obligations to report child abuse or other harm externally are met.
 - **Senior School delegates: Deputy Principal/Directors of Student Engagement**
 - **Junior School delegates: Head of Junior School/Deputy Head of Junior School**
- 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 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 School'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 PROTECTION CODE OF CONDUCT

The School provides a copy of the Child Protection Code of Conduct to all Staff, Volunteers and Contractors at induction, or otherwise prior to them commencing work at the School. The School also communicates it via refresher training at regular intervals for all Staff, Volunteers and Contractors.

THE CHILD PROTECTION CODE OF CONDUCT AND REPORTABLE CONDUCT

Our Child Safe Codes of Conduct outline expected standards of behaviour for all Staff at the School. 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 our Child Safe Codes of Conduct but may not amount to Reportable Conduct.

These kinds of breaches of our Child Safe Codes of Conduct can be dealt with at the School level and the School does not need to report them to the Office of the Children's Guardian.

WORKING WITH CHILDREN CHECKS

All staff and relevant contractors must hold valid Working with Children Checks. Volunteers are exempt from holding a Check in the following circumstances:

- under 18s
- workers visiting NSW for a short time
- parents and close relatives volunteering at their children's usual school and extra-curricular activities.



There are 3 specific instances when close relatives do need a Check when they are volunteering at school or activities:

1. providing personal care for a child with disability
2. participating in a formal mentoring program
3. at an overnight camp for children.

CONSEQUENCES FOR BREACHING THIS CHILD PROTECTION CODE OF CONDUCT

Staff, including the Executive Team and Principal, Volunteers and Contractors who breach the Child Protection Code 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 School community breaches any obligation, duty or responsibility within our Child Protection Code of Conduct, Queenwood 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, Volunteers and Contractors

It is the School's policy that any breach of the Child Protection Code of Conduct is a child protection incident. Therefore, all Staff, Volunteers and Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally to the Principal or her delegates.

- Delegates in the Senior School - Deputy Principal or Directors of Student Engagement
- Delegates in the Junior School - Head of Junior School or Deputy Head of Junior School



Where the child protection incident or concern involves the Principal, internal reports should instead be made to the Chair of the Council of Governors.

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

Our Child Protection 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.

Students

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

- disclose the child protection 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)

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 Protection Code of Conduct, or have concerns that a child or young person associated with the School may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

- the Principal or her delegate
 - Delegates in the Senior School - Deputy Principal or Directors of Student Engagement
 - Delegates in the Junior School - Head of Junior School or Deputy Head of Junior School



- if the concern relates to the Principal, the Chair of the Council of Governors 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 3.6
- NSW Child Safe Standards, Standard 1
- National Principles for Child Safe Organisations, Principle 1

RELATED POLICIES

Our Child Protection Policy

Working with Children Checks

Staff and Student Professional Boundaries Policy

Managing Child Protection Incidents or Concerns At or Involving the School

Managing Child Protection Disclosures by Students or Former Students

Handling Allegations of Staff Misconduct and Reportable Conduct

RELATED DOCUMENTS

Key Information Fact Sheet for Staff, Volunteers and Contractors

