



# CHILD PROTECTION: CODE OF CONDUCT

Updated January 2015 | 21 March 2016 | 30 January 2018

## 1. INTRODUCTION & PURPOSE

This Child Protection Code of Conduct outlines the College's values, commitments and expectations in relation to child protection matters, and reflects its commitments to:

- Provide** An open, welcoming and safe environment for everyone participating in the College's education programs, pastoral services and related programs.
- Provide** High quality education, pastoral services and related programs for students and their families that are safe and welcoming for them and set in a Christian context.
- Seek** Input and guidance from students, parents, employees and others who make up the College Community, so these standards are maintained.
- Require** All College Community members to demonstrate a commitment to the highest standards of ethics, professional behaviour and Christian standards in dealings with children and young people.
- Require** All College Community members to share a common responsibility to maintain the College's reputation for integrity in relation to child protection matters.

## 2. SCOPE

This Child Protection Code of Conduct applies to all College Community members. Definitions in this Code of Conduct:

- (a) **Student** or **Students** refers to:
  - (i) A **Child** or **Children** which is defined in this Code as being a person under the age of 16 years
  - (ii) A **Young Person** or **Persons** which is defined in this Code as a person between the ages of 16 and 18
  - (iii) Any other student of the College over the age of 18 years.
- (b) **College Community Members** refers to:
  - (i) All paid employees whether employed on a permanent, temporary or casual basis
  - (ii) All persons who have been engaged to work within the College or who have face to face contact with students of the College in any place and on any basis, including persons holding a church ministry license or church-appointed position, consultants, students on tertiary practicum placements, or volunteers working with students in any capacity
  - (iii) Students enrolled at the College.

## 3. PURPOSE IN RELATION TO STUDENTS

**To function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.**

The College seeks to create a caring environment where Christian values inspire and affirm the highest standard of ethical conduct in relation to the care, support and welfare of students entrusted to it.

## 4. CODE OF CONDUCT

All College Community members, and all students, parents and visitors connected with the College, must keep to the Child Protection Code of conduct. The Child Protection Code of Conduct should be enacted with reference to "The TCC Guidelines of Teaching and Protecting Children".

## 5. EXPECTATIONS OF COLLEGE COMMUNITY MEMBERS

All College Community members:

- Will** Treat everyone with respect and honesty.
- Will** Behave as a positive role model to students in all interactions with them.
- Will** Follow College policy and procedures for the safety of students as outlined in the College's Child Protection Policy and related materials.

- Will** When conducting any one-to-one activity with a student:
- Ensure that another adult is present or within sight at all times during one-to-one activity
  - Ensure that this adult is actively engaged and aware of the action of the College Community member at all times during the one-to-one activity
  - If the active engagement and awareness of another adult is not possible or practicable, ensure that prior approval for the one-to-one activity has been obtained from the College Community member's immediate supervisor.
- Will** Record and act on a complaint of abuse, ill-treatment or neglect of a student.
- Will** Behave in a caring, compassionate manner following the example left for us by Jesus Christ, as a person who takes an interest in the well-being of students and who sets appropriate boundaries in their interaction with students.
- Will** Respect the duty to take reasonable care for the safety and welfare of students.
- Will** Complete and maintain a current Working With Children Check with the Office of the Children's Guardian.
- Will** Inform the College if they are charged or convicted of an offence relevant to working in child-related employment, or if they have had any reportable allegation made against them.
- Will** Report to the College any allegations or convictions of Reportable Conduct involving any College Community member.
- Will** Report to the College any information or concerns about inappropriate behaviour by any College Community member that involves a student.
- Will** Fulfil their legal obligation to report risk of significant harm, or to report possible criminal activity, in accordance with local procedures.
- Will** Maintain the confidentiality of all parties concerned.
- Will Not** Develop any "special" or selective relationships with a student that could be seen as favouritism such as the offering of gifts or special treatment.
- Will Not** In the absence of the prior approval from the College Community member's immediate supervisor, or without the active participation of another adult, engage in one-to-one contact with a student such as:
- Doing things of a personal nature that students can do for themselves, such as entering a toilet when a student is present or a student changing clothes
  - Accompanying a student alone in a vehicle
  - Visiting a student's home in circumstances where the student is alone
  - Tutoring a student
  - Disciplining or counselling a student.
- Will Not** Engage in grooming behaviour of a student or their close family or friends.
- Will Not** Engage in inappropriate physical contact/force with a student including physical/corporal punishment of a student.
- Will Not** Act in ways which may cause a student to reasonably fear that unjustified force will be used against them, even if this is not their intention.
- Will Not** Behave in a manner which may cause psychological harm to the student.
- Will Not** Correct or discipline a student in excess of what is reasonable or appropriate for the situation.
- Will Not** Engage in crossing professional boundaries through behaviour that can reasonably be construed as involving an inappropriate and/or overly personal intimate relationship with, conduct towards, or focus on a student or a group of students.

## 6. FURTHER INFORMATION

Further reference should be made to the College's Child Protection Policy.

Further information about this Code can be sought from the College Child Protection Contact (Primary and Secondary Deputy Principals).



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## ACKNOWLEDGEMENT BY COLLEGE COMMUNITY MEMBER

I [insert full name] \_\_\_\_\_ being

employed     engaged     volunteer at the College in the following role:

[insert position] \_\_\_\_\_

hereby acknowledge that I:

- have received the above Child Protection Code of Conduct and the College's Child Protection Policy
- have read the Child Protection Code of Conduct and Child Protection Policy and am obliged to comply with the Code and Policy, including any amendments made by the College from time to time
- am obliged to notify the College if my Working With Children Check status changes from "Cleared"
- am a Mandatory Reporter of concerns about children or young people being at risk of significant harm (Please note: Volunteers are not a Mandatory Reporter by law)
- am obliged to inform the Principal of suspicion of reportable conduct of another community member
- have received training in aspects of the Child Protection Policy
- that I am aware that a current copy of the Child Protection Code of Conduct and Child Protection Policy is posted on the College's website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NB:** This signed and completed form must be returned within 7 days of commencement of employment or engagement with the College to the Executive Secretary. Failure to do so will not affect the applicability of this Child Protection Code of Conduct or any of its provisions.