



St Francis Xavier Primary School, Box Hill

Volunteers & Contractors Code of Conduct

Our vision is for a school that enhances the wellbeing of all in an environment of justice, inclusiveness, tolerance, equality and compassion; in which harmony and healthy relationships are promoted through the development of social skills, self-worth, affirmation and the celebration of achievements. It is also a place in which clergy, parents, teachers and students build and nurture a healthy growing community.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at St Francis Xavier against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at St Francis Xavier are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours

All staff, volunteers, contractors, clergy and board members are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child - these should be reported to the school's Leadership
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- Teachers will ensure as far as practicable that adults are not alone with a child.
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- reporting any child safety concerns to the school's leadership or a member of the Child Safety Team.
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

Unacceptable behaviours

Failure to Comply With This Code of Conduct

Where a volunteer or contractor is suspected of breaching any obligation, duty or responsibility within this Policy, St Francis Xavier will take disciplinary action, including in the case of serious breaches, summary dismissal.

All volunteers and contractors must not:

- ignore or disregard any suspected or disclosed child abuse or 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)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (such as toileting or changing clothes) or engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language or express inappropriate personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, sexuality, ethnicity or disability
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device or exchange personal contact details with a student or minor without a parent's permission such as phone number, social networking sites or personal email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs or consume alcohol or drugs at school or at school events in the presence of children.

I have read and understood this Code of Conduct and agree to abide by it at all times.

Name:
Signature:
Date: