Child Safety and Wellbeing Policy

Policy No. 54

Approved by College Board
June 2024

KERANG
Christian College

Introduction

Kerang Christian College is committed to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of the College's approach to implementing Ministerial Order 1359 which sets out how the Victorian Child Safe Standards apply in school environments.

This policy informs the college community of everyone's obligation to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy applies to members of the governing board (as individual members of the board as well as to the board as an entity), the principal, all college staff, volunteers, contracted service providers and ministers of religion working in the school environment.

The application of the policy also sets out the college's expectations of parents, visitors and older students and the part they play in ensuring the safety of children in the college.

This policy sets out how the Victorian Child Safety Standards apply in all physical and on-line school environments used by students during or outside school hours, including other locations provided for a student's use (eg camp) or provided through third-party providers.

The college's duty of care is non-delegable. This policy also applies when children are learning with an external provider.

Purpose

The Child Safety and Wellbeing Policy sets out the principles and framework governing the college's behaviours and activities that enact the child safe standards and which aim to keep all children safe from harm. The policy, together with the policy implementation documents listed at the end of this policy, must be read and understood by all those connected to the College.

Statement of Commitment to Child Safety

Kerang Christian College is a child safe organisation which welcomes all children, young people and their families.

Kerang Christian College is committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

Kerang Christian College has no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

Kerang Christian College promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

Kerang Christian College take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our college, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our college has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

Kerang Christian College is committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Purpose

The purpose of this policy is:

- to create and maintain a child safe and child-friendly organisation.
- To facilitate the prevention of child abuse occurring within Kerang Christian College.
- To create and maintain an organisational culture of child safety and child protection within the college and its community.
- To protect students in our care from abuse and to prevent child abuse within Kerang Christian College.
- To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and / or detecting such abuse when it occurs.
- To provide guidance to staff / volunteers / contractors as to action that should be taken where they suspect any abuse within or outside of the College.
- To provide a clear statement to staff /volunteers / contractors forbidding any such abuse.
- To provide assurance that any and all suspected abuse will be reported and fully investigated.
- To comply with the Child Safe Standards as set out in the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015:
    - Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
    - Standard 2: Child safety and wellbeing is embodied in organisational leadership, governance and culture

- Standard 3: Children and young people are empowered about their rights, and participate in decisions affecting them and are taken seriously
- Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing
- Standard 5 – Equity is upheld and diverse needs respected in policy and practice
- Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
- Standard 7 – Processes for complaints and concerns are child focused
- Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
- Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
- Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved
- Standard 11 – Policies and procedures document how the organisation is safe for children and young people

- To comply with the specific requirements as set out in Ministerial Order 1359

Procedures and Responsibilities

Board

The Board of Kerang Christian College has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Safety Code of Conduct are in place. (See Appendix A)

The Board will champion and promote a child safe culture with the broader school community.

The Board will ensure that a risk register is maintained.

The Board will ensure that child safety is a regular agenda item at school board meetings.

The Board will undertake annual training on child safety.

The Board will approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to college employees and members.

When the Board hires employees it will ensure that selection, supervision and management practices are child safe. If the Board delegates employment of staff to the Principal, the Principal is bound by this policy.

Principal / CEO

The Principal / CEO of Kerang Christian College is responsible for:

- the Culture of the College in which this policy is embedded in the everyday thinking and practice of the college and that children are safe.
- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, College policies and procedures, and the College's Child Safety Code of Conduct;
- Ensuring that all adults within the Kerang Christian College community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.
- Creating an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.
- Maintaining a Child Safety Risk Register
- Appointing a Child Safety Champion

Heads of School

All Heads of School must ensure that they:

- Regularly promote child safety;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activity.

The Leadership Team should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All Staff / Volunteers / Contractors

All staff / volunteers / contractors share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, Kerang Christian College's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state-based child protection service) and fulfill their obligations as mandatory reporters;

- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person at the College); and
- Provide an environment that is supportive of all children's emotional and physical safety.

Child Safety Champion

The designated Child Safety Champion is responsible for:

- implementing the college's child safe standards policy and the mandated requirements of Ministerial Order 1359.
- Staff may seek advice from the Child Safety Champion if they have concerns about child safe matters and when considering whether to make a report about a child in need of protection.

Definitions

Aboriginal includes: Torres Strait Islander

Child abuse includes:

a) any act committed against a child involving:

   1. a sexual offence
   2. grooming offences under section 49M(1) of the Crimes Act 1958

b) the infliction, on a child, of:

   1. physical violence
   2. serious emotional or psychological harm

c) the serious neglect of a child including exposure to family violence and its effects

Child safety
Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

Child connected work
Child connected work means work authorised by or on behalf of the governing board and performed by an adult in the school environment while children are present or reasonably expected to be present.

Reasonable grounds for belief
Reasonable grounds for belief is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

a) The child is in need of protection,
b) The child has suffered or is likely to suffer "significant harm as a result of physical injury",
c) The parents are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is

more than mere rumour or speculation.

A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed if:

a) A child states that they have been physically or sexually abused;

b) A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);

c) Someone who knows a child states that the child has been physically or sexually abused;

d) Professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and / or

e) Signs of abuse lead to a belief that the child has been physically or sexually abused.

School environment

School environment means any of the following physical, online or virtual places, used during or outside school hours:

a) A campus of the school

b) Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services)

c) Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for:

1. camps
2. approved homestay accommodation;
3. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or
4. sporting events, excursions, competitions or other events.

Student means a person who is enrolled at or attends the school

Volunteer means a person who performs work without remuneration or reward in the school environment

Child Safety Code of Conduct

The Child Safety Code of Conduct (contained in this policy) set boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

Processes to report inappropriate behaviour are contained in the Child Safety Code of Conduct and the Child Safe Policy.

Managing Risks to Child Safety and Wellbeing

Kerang Christian College will identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such

as those developed for off-site overnight camps, adventure activities and facilities and services contracted through third party providers for student use.

Kerang Christian College Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

Establishing a Culturally Safe Environment

Kerang Christian College is committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

Kerang Christian College endeavours to promote a positive experience in a safe environment for all students. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

Kerang Christian College is developing strategies to promote cultural safety in our school community in particular to maintain an inclusive and culturally safe school for Aboriginal children and students.

Student Empowerment

To support child safety and wellbeing, Kerang Christian College works to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through implementing our whole school approach to respectful relationships, our student Code of Conduct, and our school values.

We inform students of their rights through, our whole school approach to respectful relationships and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns at our College website and the College office.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

Family Engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- seeking input from families and the community – for example, through the school website, newsletters, other communications, student, staff, and parent meetings etc.
- informing families and the community. These will include school newsletters and website
- all of our child safety policies and procedures will be available for students and parents at https://www.kccs.vic.edu.au/child-safety or from the College Office.
- Newsletters will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school

Diversity and Equity

As a child safe organisation, Kerang Christian College recognise the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.
We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes but is not limited to tailoring our child safety strategies and supports to the needs of:

- children and young people of Aboriginal and Torres Strait Islander descent
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students

Suitable Staff and Volunteers

Recruitment
Kerang Christian College undertakes a comprehensive recruitment and screening process for all workers and volunteers which aims to:

- Promote and protect the safety of all children under the care of the Kerang Christian College;
- Identify the safest and most suitable people who share Kerang Christian College's values and commitment to protect children; and
- Prevent a person from working at Kerang Christian College if they pose a risk to children.

Kerang Christian College requires all workers / volunteers to pass through the College's recruitment and screening processes prior to commencing their engagement with Kerang Christian College. Please refer to: Employment Policy (Policy No. 32), Volunteers Policy (Policy No. 45) and Staff Induction Policy (Policy No. 35).

Persons applying for a role as a teacher with Kerang Christian College must be registered with the Victorian Institute of Teaching.

Kerang Christian College requires employees who are not registered with VIT to provide a police check in accordance with the law and as appropriate before they commence working at Kerang Christian College and during their time with Kerang Christian College at regular intervals. Please refer to: Police Checks Policy (Policy No. 12).

Kerang Christian College will undertake thorough reference checks as per the approved internal procedure documented in the Employment Policy (Policy No. 32).

Once engaged, workers / volunteers must review and acknowledge their understanding of this Policy by signing the Child Safety Code of Conduct.

When engaging staff to perform child-related work we collect and record:

- Proof of the person's identity and any professional or other qualifications;
- The person's history of working with children;
- References that address suitability for the job and working with children

Staff Induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safe Policy
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

Ongoing Supervision and Management of Staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by annual staff appraisals and assessing their continuing suitablilty.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school policies and our legal obligations. Child safety and wellbeing will be paramount.

Suitability of Volunteers

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child Safety Knowledge, Skills and Awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing training annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

Communication of the Policy

The School will make regular and frequent public statements to demonstrate its commitment to child safety and to raise an awareness of the school community's collective responsibility to ensure all children are safe from harm.

This policy and relevant policy documents will be made publicly available on the school's website and from the school office.

The School will put in place arrangements to ensure that the school community (including applicants for jobs) are informed about the school's Child Safe Standards policies, procedures and allocated roles and responsibilities.

Training and Supervision
Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our School culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to the Child Safety Code of Conduct to understand appropriate behaviour further).

Reporting
Any staff member, volunteer or contractor who has grounds to suspect abusive activity should advise the Child Safety Champion about their concern and must immediately notify the appropriate child protection service or the police. The Child Safety Champion will inform the Principal/CEO. The Principal/CEO will report to the Board as necessary.

In situations where the Child Safety Champion is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the Principal/CEO.

Investigating
If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Principal / CEO will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Principal / CEO may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The Principal / CEO will make every effort to keep any such investigation confidential; however,

from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Principal / CEO shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

Responding
If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached Kerang Christian College's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted. If the staff member is not stood down, then the students will be withdrawn from any classes that might involve contact with that staff member. If the allegation is against a contractor or volunteer, the College will not allow that person to attend the school site until any allegations are resolved. The College, when appropriate, will inform VIT(Victorian Institute of Teaching) of an allegation made against any registered teacher.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the College's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the College. The findings of the investigation will also be reported to any external body as required by law.

Privacy
All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Kerang Christian College will have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it. If no adverse finding is made, the records of interview will be archived for the appropriate amount of time and then destroyed.

Records management

Good records management practices are a critical element of child safety and wellbeing

Legislative responsibilities
Kerang Christian College takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority at Kerang Christian College will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- All personnel at Kerang Christian College are mandatory reporters and must comply with their duties.

Please refer to the Child Protection Policy (Policy No. 26) for additional information.

Grievance Procedures
Policies and procedures are in place if staff, volunteers, children or their families have concerns about the College's leadership in regard to child safety. Positive, clear and effective processes for resolving grievances between the school and community members assists in the building of strong relationships, dispels anxiety, and ultimately provides students with an enhanced learning environment. Please see the Grievance Policy (Policy No. 31) for additional information.

Review
This policy will be reviewed every two (2) years. Following every reportable incident, a review shall be conducted to assess whether the College's child protection policies or procedures require modification to better protect the children under the College's care.

Any complaints, concerns and safety incidents will be analysed in order to improve policies and processes.

As far as possible the College will act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

Related Documents

- Child Protection Policy (Policy No. 26)
- Supervision Policy (Policy No. 19)
- Staff Contact With Students Policy (Policy No. 48)
- Student Travel in Staff Cars Policy (Policy No. 52)
- Staff Tutoring Policy (Policy No. 47)
- Staff Induction Policy (Policy No. 35)
- Employment Policy (Policy No. 32)
- Working with Children Policy (Policy No. 13)
- Pastoral Care Policy (Policy No. 8)
- Employment Policy (Policy No. 32)
- Risk Management Policy (Policy No. 55)
- Privacy Policy (No. 17)
- Police Checks Policy (Policy No. 12)
- School Visitors Policy (Policy No. 3)
- Volunteers Policy (Policy No. 45)
- Grievance Policy (Policy No. 31)
- Code of Conduct (Appendix A)

Prescriptive legal and regulatory requirements include:

- Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic.)
- Children, Youth and Families Act 2005
- Child Wellbeing and Safety Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Duty of Care
- Family Violence Protection Act 2008
- Education and Training Reform Act 2006
- Ministerial Order 1359
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards: mandated registration requirements
- Victorian Institute of Teaching Act 2001
- Working with Children Act 2005

References
Further information about the failure to disclose offence is available on the Department of Justice and Regulation website. https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence

Further information about the failure to protect offence is available on the Department of Justice and Regulation website. https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to

See the Department of Health and Human Services website for information about how to make a report to child protection. https://providers.dhhs.vic.gov.au/mandatory-reporting

For an overview of the Child Safe Standards, please see An Overview of the Victorian child safe standards**:** https://providers.dhhs.vic.gov.au/child-safe-standards

Note:
Where the term 'Aboriginal' is used it refers to both Aboriginal and Torres Strait Islander peoples. Indigenous is retained when it is part of the title of a report, program or quotation. Throughout this paper we refer to 'Aboriginal peoples' rather than 'Aboriginal people' to reflect the plurality and diversity of Victorian Aboriginal communities.

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To be reviewed: June 2024 or as legislation requires
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APPENDIX A: CHILD SAFETY CODE OF CONDUCT

CODE OF CONDUCT FOR EMPLOYEES, VOLUNTEERS AND CONTRACTORS WORKING WITH CHILDREN AND YOUNG PEOPLE

The Board, Leadership Team, staff, volunteers and contractors at Kerang Christian College are required to abide by this Code.

Under the Principal / CEO, the Leadership Team will:

1. Be responsible for the overall welfare and well being of staff and volunteers;
2. Be accountable for managing and maintaining a duty of care towards staff and volunteers; and
3. Nominate a Child Safety Champion(s) to provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters.

All people involved in the care of children on behalf of Kerang Christian College will:

1. Work towards the achievement of the aims and purposes of the College;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific College guidelines and policies on physical contact with children;
11. Respect the privacy of children, their families and teachers / carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of Kerang Christian College; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a ‘special’ relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the College’s programs and activities;

9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the College's policies, procedures or this Code of Conduct.

The Victorian Teaching Profession Code of Conduct
Teaching staff at Kerang Christian College are also bound by the Victorian Teaching Profession Code of Conduct. The Code of Conduct has been developed for and by the Victorian teaching profession. It identifies a set of principles, which describe the professional conduct, personal conduct and professional competence expected of a teacher by their colleagues and the community.

What happens if you breach this Code of Conduct
If you breach this Child Safety Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with Kerang Christian College.

By ascribing to these standards you acknowledge your responsibility to immediately report any breach of this code to Kerang Christian College Child Safety Champion(s) or the Principal / CEO.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name: …….....

Signature: ……

Date: …….....

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