



## ST EDMUND'S COLLEGE

CANBERRA · EST 1954

### CHILD SAFE CODES OF CONDUCT

All children and young people who come to St Edmund's College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

#### EREA Child Safe Code of Conduct

##### Introduction

Edmund Rice Education Australia's vision for ensuring Schools are safe and supportive environments is outlined in the Edmund Rice Education Australia Commitment Statement to Child Safety. All Representatives have a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all Students is at the forefront of all they do and every decision they make.

This Child Safe Code of Conduct provides a high-level statement of Professional Boundaries, ethical behaviour and acceptable and unacceptable relationships. It will assist Edmund Rice Education Australia to meet its obligations to have such a defined code as required by various States' Child Protection Legislation. More than this, it reinforces Edmund Rice Education Australia's commitment to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person. Children and young people in the Edmund Rice Education Australia community are empowered to have a voice which includes listening and responding to their views and concerns.

This Child Safe Code of Conduct applies to Representatives. Required standards of behaviour for Students and parents / carers to protect Students from Harm are set out in the College's *Student Code of Conduct* and *Parent and Carers Code of Conduct*.

##### Interactions with Students

Representatives must treat all Students with respect. Representatives hold a unique position of influence, authority, trust and power in relation to Students. As such, it is their duty to establish and maintain Professional Boundaries with Students at all times.

Representatives must:

- abide by Professional Boundaries, acknowledging that interactions with Students by their very nature are open to scrutiny. Representatives should avoid placing themselves or a Student in a compromising position and avoid actual and/or perceived breaches of the Code.
- be familiar with, apply and act in accordance with the College's Child Safeguarding Program.

Representatives must be vigilant and proactive taking all reasonable steps to protect children from Harm.

### **Professional Boundaries**

Representatives must be conscious that their position places significant obligations on them including a requirement to maintain Professional Boundaries. Interactions with Students can extend beyond the School setting, including outside of School hours, outside of School grounds and by any medium of Technology (including social media).

Representatives must ensure that social interactions with Students do not give grounds for allegations against them. Representatives must not initiate or develop a relationship with any Student that is or can be perceived or misinterpreted as having a personal rather than a professional element.

Professional Boundaries between a Representative and a Student may be compromised by Representatives:

- treating a Student with favouritism, or perceived favouritism (ie. by the offering or gifts or special treatment for specific Students);
- attending parties or socialising with Students outside of organised School events;
- sharing personal details about their private life with Students; or
- meeting with Students outside of School hours without permission from the School.

Further to this, Representatives must:

- not engage in open discussions of an adult nature in the presence of, or which may be overheard by, Students.
- avoid, as far as possible, situations where they are alone with a Student. In such situations Representatives must adhere to the prescribed School Policy with specific reference to working alone with a Student.
- endeavour not to drive a Student in their car unless they have parental permission and do so in accordance with School Policies
- only engage in paid tutoring or coaching of Students outside of School hours in accordance with School Policies.

Representatives must be aware that the Code applies regardless of:

- the location of where an interaction occurs, whether during or outside School grounds or during or outside School hours.
- Student's age.
- Student's consent.
- the consent of parents/guardians and families.
- circumstances in which a Student initiates an interaction or relationship between the Representative and the Student.

## **Grooming**

Representatives must not engage in Grooming or Grooming Behaviours (refer to the definition of Grooming in the College's Child Protection Program). Sexual interaction, including Sexual Misconduct and Sexual Offences, between Representatives and Students is never appropriate and is always unlawful, whether consensual, non-consensual or condoned by parents/guardians.

Representatives should be aware that where a relationship develops with an ex-Student, their employer is entitled to consider whether the Representative's actions suggest/suggested an abuse of their position as a staff member including if Professional Boundaries between the Representative and the Student were infringed. A judgment that abuse of their position has occurred would constitute Serious Misconduct and may result in the Representative's employment being terminated, together with mandated reporting to appropriate child protection agencies.

## **Personal Relationships with Students**

Where personal relationships with Students such as family relationships and close friendship networks may exist, questions of Conflict of Interest may arise and Professional Boundaries may be tested.

- Where such a situation may arise, a Representative is expected to:
- be appropriately diligent in developing and maintaining Professional Boundaries
- take steps to ensure any potential Conflict of Interest is avoided
- comply with the School's Policy to make relevant disclosures to the Child Safety Officer (or equivalent) and/or the Principal.

## **Behaviour Education**

Student behaviour education practices in Edmund Rice Education Australia Schools aim to facilitate the development and experience of responsible self-discipline amongst Students and to promote the well-being, safety and effective management of the School community.

Representatives should use positive and affirming language towards Students, and create open, safe and supportive environments where Students are encouraged to interact, socialise and "have a say". Representatives must develop and use effective, consistent and appropriate behaviour education strategies in day to day interactions with Students. These strategies should include clear, consistent and published methods of dealing with inappropriate behaviours. These strategies should reflect and apply the values of Edmund Rice Education Australia and be developed in accordance with relevant Policies and Disability Standards, where applicable.

Students who display recurring challenging behaviours, particularly unsafe behaviours, should be referred to the appropriate person.

Representatives should exercise prudent judgement and intervene when Students are engaging in bullying behaviour towards others or acting in a humiliating or vilifying way.

All forms of Corporal Punishment are prohibited. The use of any form of child abuse, corporal punishment or other degrading punishment is explicitly forbidden.

## **Physical Contact with Students: General**

Representatives are required to develop and exercise prudent judgment and sensitivity regarding appropriate physical interactions with Students.

Edmund Rice Education Australia expects that when physical contact with a Student is necessary within the teaching/learning experience, Representatives must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed. Representatives must not initiate unnecessary physical contact with a Student or do things of a personal nature that a Student can do for themselves, such as toileting or changing clothes.

Examples of situations where physical contact with a Student may be necessary, beneficial and/or supportive include:

- assisting Students with special needs, for example to allow a Student to engage with a teaching/learning experience or the curriculum in general in accordance with School Policies and Disability Standards.
- assessing a Student who is injured or ill. One should advise the Student of what they intend to do and, where possible, seek the Student's consent and have a colleague present.
- teaching sport, music and other activities where physical handling of a Student is required to demonstrate a particular action or skill.
- restraining a Student (consistent with the School's policies regarding Restrictive Interventions) when the Student, other Students, Representatives or others are being harmed or are in imminent danger of being harmed.
- a congratulatory handshake.

Edmund Rice Education Australia expects that any physical contact as referred to in the above examples:

- is only acceptable if the contact is reasonable for the purpose of the management or care of the Student.
- must be appropriate given the age, maturity, health or other characteristics of the Student.
- should be consistent with any individual behaviour education plan in place for that Student.

### **Physical Contact with Students: Risk and Response**

As any physical intervention involves some risk of injury, Representatives must weigh this risk against the risks involved in failing to physically intervene when it may be warranted. Intervention may be warranted when a Student, other Students, Representatives or others are being harmed or are in imminent danger of being harmed. Such interventions should be employed as measures of last resort required to ensure safety and protection (ie. physical interventions, including physical restraints, removals or escorts in accord with the School's policies regarding Restrictive Interventions) or to contain and/or control the behaviour of Students in circumstances such as:

- A Student attacking a Representative or third party.
- A Student attacking another Student.
- Students physically fighting.
- A Student causing, or at risk of causing, injury to themselves or others.
- A Student misusing dangerous materials, substances or objects where it is likely that this will cause imminent Harm.
- A Student placing themselves (deliberately or inadvertently) in a dangerous situation.
- A Student being attacked by a third party.

All Representatives using physical interventions are responsible and accountable for the manner in which they exercise that authority. Representatives must report all physical interventions to the Principal or Deputy Principal. Principals would then report the same to the Regional Director.

NB. The same physical contact guidelines apply during off-campus excursions and camps. School Excursion Policies may reference additional guidelines (ie. in the case of dormitory supervision).

### **Use of Technology**

Representatives are expected to adhere to the following guidelines regarding electronic communications with Students (consistent with any School Acceptable Usage and Social Media Policies):

- all use of Technology should be for educational purposes or for the organisation of co-curricular events;
- all email communication between Representatives and Students should be via the School email system and reflect the Professional Boundaries between Representative and Student;
- all online contact between Representatives and Students should be via School systems and reflect the Professional Boundaries between Representatives and Student;
- Representatives should ordinarily not give out their personal telephone numbers to Students. In cases where this is necessary, contact by personal telephone numbers must reflect the Professional Boundaries between Representative and Student;
- Representatives should not exchange personal social media or instant messenger account details with Students or accept friend/follow requests or engage in any contact via social media or instant messaging;
- Representatives should not exchange personal pictures with Students;
- Representatives should not take or publish (including online) photos, movies or recordings of a Student without School authority; and
- any Student personal contact numbers or other personal contact details made available to the School should only be used for School communications.

### **Inclusivity Principle**

Representatives are expected to promote the safety, participation and empowerment of all Students. Particularly, Representatives must:

- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander Students
- promote the culture safety, participation and empowerment of Students with culturally and/or linguistically diverse backgrounds
- promote the safety, participation and empowerment of Students with a disability
- promote the safety, participation and empowerment of Students who are otherwise vulnerable

Representatives should not express personal views or discriminate against any Student based on culture, race, ethnicity, disability or sexuality.

### **Breaches and Reporting**

Representatives with concerns about conduct which falls below the standards expected by this Child Safe Code of Conduct might refer to:

- the definition of Harm; and
- the Definitions and Key Risk Indicators within the School's Child Protection Program.

Representatives must report any allegations of child abuse and concerns about child safety, including actual or perceived breaches of this Child Safe Code of Conduct, to one of the School's

Child Safety Officers (or equivalent). This may include any concerns that Grooming, Sexual Misconduct or a Sexual Offence has been committed against a Student or that a Student has been the subject of Harm. Representatives must ensure their legal and mandatory reporting obligations are met, consistent with the School's Procedures for Responding to and Reporting Allegations of Child Abuse within the School's Child Safeguarding Program.

Where an allegation of Harm is made, a Representative will ensure as quickly as possible that the Student involved is safe. The police should be called (000) if there are immediate concerns for the Student's safety.

## **Student Code of Conduct**

At St Edmund's College we recognise that effective learning can only occur in a secure environment where the dignity, rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.

This Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to abide by.

Managing the Student Code of Conduct is a shared responsibility between students, parents/carers and the College. All students and families have ready access to support offered by College teachers, Staff and College Child Safeguarding Officers.

### **Rights and Responsibilities of Students**

Students are expected to uphold the principles of St Edmund's College. They are:

#### ***Specific to Senior students and Leaders***

- Positive leadership - to get to know all students in their pastoral group and exercise positive leadership on a daily basis
- Role model - be a good role model particularly in dress and behaviour

#### ***All Students***

- Respect - for yourself, for your teachers, parents, peers and other members of the College community
- Courtesy - for everyone you interact with
- Excellence - in your schoolwork, co-curricular activities, and other personal endeavours
- Personal Responsibility - for your actions
- Integrity - honesty and openness in all your dealings
- Diversity - tolerance for others, irrespective of their background, race, gender, sexuality, religion or race
- Inclusion - of all those who decide to come to St Edmund's College, and those in the community
- Strong Character - show strong character in everything you do
- Honour - Honour our College name, reputation and facilities.
- Engagement - being engaged in College Life.
- Service - embrace opportunities for service to the community and to each other
- Pride - in yourself and the way you represent the College

These values are to be upheld in the way you conduct yourself not only at the College, but also in the community.

Students are expected to observe and uphold this statement of rights and responsibilities:

***You have the right to:***

- reach your full learning potential in a safe and supportive environment
- be safe
- be treated with respect, courtesy and kindness
- be an active part of and contribute positively to the community
- be treated fairly and justly
- have your human rights and other legal rights respected

***You have the responsibility to:***

- enable others to learn in a safe and supportive environment
- follow College policies, procedures and the directions of teachers at all times
- treat others with respect, courtesy and kindness
- respect the human rights and legal rights of others

**Statement of Eddies Pride**

- Striving to achieve my personal best, showing resilience and engagement
- Investing in respectful, positive relationships with everyone in my College and wider community
- Contributing to a constructive learning environment and meeting College expectations
- Protecting our College name, reputation and facilities.
- Reflecting the College motto, Christus Lux Mea in all that I do and say

**Consequences for Breaching the Student Code of Conduct**

Students are expected to abide by College rules and the policies of the College, as well as the directions of teachers.

A breach of this Student Code of Conduct, College rules or policies will be dealt with according to our Student Discipline Policy.

**Raising Concerns About Safety**

Students are provided with information about, and encouraged to use multiple pathways to raise, child safety concerns about or at the College, including concerns about the behaviour of other students. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

If a student has concerns about their safety, or the behaviour of others, it's important that they tell a trusted adult. This could be a parent or carer, a trusted teacher or a College Child Safeguarding Officer.

Our Staff are committed to ensuring that all students feel empowered to speak up and be heard, and will take all concerns raised by students seriously and ensure that the student receives ongoing support.