



**SACRED HEART, KEW**  
**SCHOOL COMMUNITY CODE OF CONDUCT**  
**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

*Vision Statement*

*Sacred Heart Catholic School is a welcoming faith community  
Empowering individuals  
Inspiring a passion for life and learning  
Living the school motto 'Veritas Semper ~ Truth Always.'*

**Introduction**

This Code of Conduct has a specific focus on safeguarding children and young people at Sacred Heart Catholic School against sexual, physical, psychological and emotional abuse or neglect. It has been developed in accordance with the Victorian Government's Ministerial Order No 870 to support the school's 'Professional Child Safety Code of Conduct' and defines expectations of parents and those members of the school community, who may, at times, act as volunteers.

**Purpose**

The purpose of this Code of Conduct is to establish clear expectations for appropriate behaviour by adults towards students, young people, staff members, other parents & service providers. All members of the broader school community at Sacred Heart Catholic School 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.

**Scope**

This Code of Conduct applies to all staff members, parents, parent volunteers, members of the school board or parent's association and any other person, who volunteer their services to the school. This code applies to members of the school community who infrequently participate in 'Child Connected Works' at Sacred Heart School Kew.

**Child Connected Work**

Child Connected work is defined as: 'Work authorised by the school's Principal, members of the Leadership Team or the School Board performed by an adult in the school environment while children are present or are reasonably expected to be present'.

For the purpose of this School Community Child Safety Code of Conduct, 'Child Connected Work' includes activities such as volunteering as a parent helper, guest speaker, members of the school board or parent's association. This also applies to members of the school community who infrequently volunteer their services at school organised or school events and activities.

**Acceptable behaviours**

All staff members, parents, parent volunteers, members of the school board or parent's association are responsible for supporting the safety of children by:

- adhering to the 'School Community Child Safety Code of Conduct' (this Code) and upholding Sacred Heart School's statement of commitment to child safety at all times
- taking all reasonable steps to protect students & young people from abuse
- respecting the privacy of all students & young people and their families
- ensuring at all times that those participating in 'Child Connected Works' are never left alone with a student or young person. Where possible students & young people should remain in groups at all times. Where this is not possible, all 'Child Connected Works' must be undertaken in an open and visible environment, in close proximity to a member/s of Sacred Heart School staff.
- treating everyone within the school community with respect including students, young people, staff members, other parents & service providers. This includes listening to and valuing their ideas and opinions.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another child. These disclosures must be reported to the supervising teacher in the first instance, the Principal, a member of the school's Leadership Team immediately.

- taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (e.g. by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of all children (e.g. during personal care activities)
- maintaining relationships with other school community members and their children that are supportive & respectful
- reporting all child safety complaints, suspected abuse, disclosures or breaches of the School Community Child Safety Code of Conduct to the supervising teacher, in the first instance, a member of the school's Leadership Team or Principal immediately
- if an allegation of child abuse is made, ensuring the safety of the student/s or young person/s as soon as possible and then reporting this to the Principal, a member of the school's Leadership Team as soon as possible

### **Unacceptable behaviours**

All staff members, parents, parent volunteers, members of the school board or parent's association must not:

- ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the 'School Community Child Safety Code of Conduct'
- maintain relationships with other members of the school community that exposes, or has the potential to expose, any student or young person to intimidation, ridicule, abuse, violence, bullying or neglect
- disclose with any member of the school community, including their own children, confidential information obtained as a result of participating in 'Child Connected Works'. (i.e. discussing with any person a student's or young person's academic strengths or weaknesses, personal circumstances)
- develop any 'special' relationships with children that could be seen as favouritism (e.g. the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children
- have unauthorised contact with students or young people 'on line' via email, social media networking sites, by text message or other means
- display any behaviour or participate in conversations, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may overhear or view it. In particular students, young people and those from Aboriginal and diverse cultural backgrounds. This includes displaying opinions or making comments that may degrade, ridicule, intimidate or bully a student, young person or any member of the school community.
- use inappropriate language in the presence of children, young people and other members of the school community
- use prejudice, oppressive behaviour or language in the presence of, or with students, young people and other members of the school community
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any student, young person or member of the school community because of culture, race, ethnicity or disability
- attend the school site under the influence or effects of illegal drugs or alcohol
- consume alcohol without the prior knowledge and consent of the Principal or a member of the Leadership Team on the school premises or at a school event
- photograph or video a student or young person without the consent of the Principal or a member of the Leadership Team

### **Failure to Comply With This Code of Conduct**

Where staff members, parents, parent volunteers, members of the school board or parent's association is suspected of breaching any obligation, duty or responsibility within this Code of Conduct, Sacred Heart School will take immediate action to address the concern. Where deemed appropriate, a breach of this Code of Conduct may be referred to Victorian Police.



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**Acknowledgement**

I have read and understood this Code of Conduct and agree to display behaviours that safeguard students, young people and other members of the school community at Sacred Heart School Kew against sexual, physical, psychological and emotional abuse or neglect.

<b><u>Name:</u></b>  Please print
<b><u>Signature:</u></b>
<b><u>Date:</u></b>

<b><u>Name:</u></b> Please print	<b>Principal / Deputy Principal / Student Wellbeing Leader</b>
<b><u>Signature:</u></b>	
<b><u>Date:</u></b>	