

Child Safe Adult Code of Conduct

The Child Safe Adult Code of Conduct outlines appropriate standards of behaviour for all adults in Concordia College environment towards students. It serves to protect students, reduce any opportunities for abuse, risk of harm or harm to students to occur, and promote child safety in Concordia College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is Concordia College’s policy that any breach of the Child Safe Adult Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

For more information, refer to Procedures for Responding to and Reporting Child Safety Incidents or Concerns.

Concordia College reviews the Child Safe Adult Code of Conduct annually. The Board has endorsed the Child Safe Adult Code of Conduct.

The Child Safe Adult Code of Conduct is published on our public website.

Our Child Safe Program also includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at Concordia College.

Scope

The Child Safe Adult Code of Conduct applies to:

- the Head of College, Principals and Concordia College Leadership Team
- College Board members
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors
- External Education Providers
- teaching students on placement at Concordia College
- parents/carers and other adult family members of students
- Visitors.

Together referred to as “Concordia Community” for the purposes of this Code.

The Child Safe Adult Code of Conduct applies in all Concordia Community environments. Concordia Community environments include both physical and online environments, as well as any environment (including those outside Concordia College’s grounds) where Concordia Community-related activities are occurring.

Concordia College's Child Safe Adult Code of Conduct

Each adult member of Concordia College is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

DO:

- Uphold Concordia College's Statement of Commitment to Child Safety at all times.
- Comply with applicable guidelines published by Concordia College, such as Concordia College's Staff and Student Professional Boundaries Policy.
- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Treat all members of Concordia College with dignity, respect, sensitivity and fairness.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Safe Adult Code of Conduct (for more information, refer to Report Any Concerns, below).
- Report concerns about child safety externally to the Department for Child Protection (DPC) and Police as required by law, and internally to one of Concordia College's Child Safety Officers.
- Where an allegation of harm to a student is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

DO NOT:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.

- Use physical means (other than as expressly outlined in the Restraint of Students policy) or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special relationships' with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including online.
- Engage in meetings with a student who is not your child, outside of school hours and without permission from the student's parent/carer.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post identifying information about a student online unless it is necessary for the school's activities or you have consent from the student and/or their parents/carers. Identifying information includes things such as the student's: full name, age, e-mail address, telephone number, residence, school or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed harm to a student.

Agreement to Child Safe Adult Code of Conduct

A copy of the Child Safe Adult Code of Conduct is provided to all Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction, or otherwise prior to them commencing work at Concordia College. It is also communicated via refresher training at regular intervals for all Staff, as well as Direct Contact and Regular Volunteers and Direct Contact Contractors.

All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Adult Code of Conduct prior to commencing work at Learning Community.

The Child Safe Adult Code of Conduct forms part of the contract between Concordia College and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safe Adult Code of Conduct on signing the contract or on commencing work at Concordia College.

A copy of the Child Safe Adult Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Adult Code of Conduct on enrolment.

Consequences for Breaching the Child Safe Adult Code of Conduct

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach the Child Safe Adult Code of Conduct may be subject to disciplinary actions that could include (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternative role

- suspension or
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of Concordia College breaches any obligation, duty or responsibility within our Child Safe Adult Code of Conduct, Concordia College will take appropriate action.

For more information, refer to our Child Safe Program Breach Management Plan.

Report Any Concerns

Any person, including Staff, Volunteers, Contractors, parents/carers and students, can at any time report a reasonable suspicion about harm to a child or young person directly to the Department for Child Protection (DCP) using the Child Abuse Report Line (CARL) on 13 14 78 or online at <https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>.

Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.

All Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of the Child Safe Adult Code of Conduct that rises to the level of a reasonable suspicion about harm or risk of harm to students **must** report their concern to CARL. They **must** also report externally to Police if required.

It is Concordia College's policy that all breaches of the Child Safe Adult Code of Conduct, including those that do not require external reporting, are a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of the Child Safe Adult Code of Conduct must also report their concern internally to a Child Safety Officer.

Our Child Safe Program includes information for Concordia College Leadership Team, Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors about how to identify key indicators of harm to children and young people and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our Procedures for Responding to and Reporting Child Safety Incidents or Concerns.

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at Concordia College, including breaches of the Child Safe Adult Code of Conduct. These include by contacting CARL and/or by reporting internally to Concordia College via informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations. For more information, refer to our Child Safe Complaints Management.

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with Concordia College may be subject to harm from a member of Staff, a Volunteer or a Contractor, can contact CARL and/or:

- the Learning Community's Senior Child Safety Officers **Paul Bannister, Bronwyn Wilson or Penny McKenzie**, by phoning **08 8272 0444** or emailing **pbannister@concordia.sa.edu.au** , **bwilson@concordia.sa.edu.au** or **pmckenzie@concordia.sa.edu.au**, or
- if the concern relates to the Principal, contact the Head of College or Board Chair.

Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.

APPENDIX A: Professional Boundaries

The following examples will assist staff in establishing and maintaining appropriate boundaries.

This is based on *Protective Practices for Staff in their Interactions with Children and Young People; Guidelines for staff working or volunteering in education and care settings 2020* (2nd Edition, revised 2019). Published by Government of South Australia – Department for Education, Catholic Education South Australia, AISSA - Association of Independent Schools of South Australia.

Boundary	Example of Violation
Communication	<ul style="list-style-type: none"> • Inappropriate comments about a child or young person’s appearance, including excessive flattering comments • Inappropriate conversation or enquiries of a sexual nature (eg questions about a child or young person’s sexuality or their sexual relationship with others) • Disrespectful or discriminatory treatment of, or manner towards, young people based on their perceived or actual sexual orientation • Use of inappropriate nicknames • Vilification or humiliation • Jokes or innuendo of a sexual nature • Obscene gestures and/or language • Facilitating/permitting access to pornographic material • Facilitating/permitting access to sexually explicit material that is not part of an endorsed curriculum • Failing to intervene in sexual harassment of children and young people • Correspondence of a personal nature via any medium (eg phone, text message, letters, email, social media, internet postings) that is unrelated to the staff member’s role. This does not include class cards or bereavement cards • Introducing ‘secrets’ • Communication related to the role but carried out via private personal devices, eg communication to taxi drivers of student personal details, with parent or outside agencies and services
Personal disclosure	<ul style="list-style-type: none"> • Discussing personal lifestyle details or opinions of self, other staff or children and young people unless directly relevant to the learning topic and with the individual’s consent
Physical contact	<ul style="list-style-type: none"> • Unwarranted or unwanted touching of a child or young person personally or with objects (eg pencil or ruler) • Corporal punishment (eg physical discipline or, smacking) • Initiating, permitting or requesting inappropriate or unnecessary physical contact with a child or young person (eg massage, kisses, tickling games) or facilitating situations that unnecessarily result in close physical contact with a child or young person

	<ul style="list-style-type: none"> • Inappropriate use of physical restraint/restrictive practices – may constitute assault (see p 17)
Place	<ul style="list-style-type: none"> • Inviting/allowing/encouraging children and young people to attend the staff member's home (see p 11 for country and local community considerations) • Attending children and young people's homes or their social gatherings • Being alone with a child or young person outside of a staff member's responsibilities • Entering change rooms or toilets occupied by children or young people when supervision is not required or appropriate • Transporting a child or young person unaccompanied • Using toilet facilities allocated to children and young people • Undressing using facilities set aside for children and young people, or in their presence (*without the site leader's authority)
Targeting individual children and young people	<ul style="list-style-type: none"> • Tutoring (outside education sector's directions or knowledge) • Giving personal gifts or special favours • Singling the same children and young people out for special duties or responsibilities • Offering overnight/weekend/holiday care of children and young people as respite to parents (unless a family day care educator, or employed by a respite organisation and with the site leader's knowledge) • Privately giving money and/or gifts to individual children/young people • Babysitting by the family day care educator or member of their household
Role	<ul style="list-style-type: none"> • Adopting an ongoing welfare role that is beyond the scope of their position or that is the responsibility of another staff member (eg a student wellbeing leader) or an external professional, and that occurs without the permission of senior staff • Photographing, audio recording or filming children or young people via any medium when not authorised by the site leader to do so and without required parental consent • Using personal rather than school equipment for approved activities, unless authorised by the site leader to do so
Possessions	<ul style="list-style-type: none"> • Correspondence or communication (via any medium) to or from children and young people where a violation of professional boundaries is indicated and where the correspondence has not been provided to the site leader by the staff member • Still/moving images or audio recordings of children and young people on personal equipment or kept in personal locations such as car or home that have not been authorised by the site leader
Digital/electronic	<ul style="list-style-type: none"> • *Email, social media, internet postings that is unrelated to the staff member's role

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| | <ul style="list-style-type: none">• *Allowing children and young people access to a staff member's personal internet locations (eg social networking sites)• Uploading or publishing still/moving images or audio recordings of children and young people to any location, without parental and site leader's consent• Correspondence of a personal nature via social media, internet postings• Creating/using private online chat rooms• *Filming/recording for the use of behaviour training/modification <p>*Without site leader authority</p> |
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