

Code of Conduct: Staff, volunteers, contractors

**Catholic Education Office
March 2017**

This Code of Conduct outlines appropriate standards of behaviour by adults towards children. It aims to protect children and reduce any opportunities for abuse or harm to occur.

It is designed to assist staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers are required to comply.

All staff and volunteers of the CEO are responsible for promoting the safety and wellbeing of children and young people by:

- adhering to our Child Safe Policy, and other policies, at all times taking all reasonable steps to protect children from abuse
- treating everyone with respect, including listening to and valuing their ideas and opinions
- welcoming all children and their families and carers and being inclusive
- respecting cultural, religious and political differences and acting in a culturally sensitive way
- modelling appropriate adult behaviour
- listening to children and responding to them appropriately
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- 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)
- reporting and acting on any allegations of child abuse, complaints, concerns or breaches of this Code of Conduct
- ensuring as far as practicable that adults are not left alone with a child without clear lines of sight
- working with children in an open and transparent way – other adults should always know about the work you are doing with children
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe

Staff and volunteers must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- seek to use children in any way to meet the inappropriate needs of adults
- put children at risk of abuse (for example, by locking them in rooms)
- develop any 'special' relationships with children that could be seen as favouritism (for example, permit, allow, give, seek inappropriate attention, offer gifts or special treatment for specific children)
- initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- exhibit behaviours with children which may be construed as inappropriately physical (for example, inappropriate sitting on laps)
- use prejudice, oppressive behaviour or inappropriate language with children
- discriminate on the basis of age, gender, ability, race, culture, vulnerability or sexuality
- express personal views on cultures, race or sexuality in the presence of children
- engage in open discussions of a mature or adult nature in the presence of children, including jokes and stories
- have contact with a child or their family outside of school without the particular school's leadership or Child Safety Officer's knowledge and/or consent or the Director of Catholic Education's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); however accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a student/s (including by social media, email, instant messaging etc.) or their family (unless necessary for work purposes), or use any personal communication channels/device such as a personal email account to communicate with students and/or their families
- exchange personal contact details such as a phone number, social networking site or email address with children
- photograph or video a child without the written informed consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs

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

Name:

Signature:

Date: