Collingwood College

Code of Conduct

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Review By: Sam Luck



Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office.
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Child Safety Code of Conduct

Purpose

Our Code of Conduct sets out the expected behaviour of adults with children and young people at our school.

All Collingwood College staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Code of Conduct.

Scope

The Code of Conduct applies to all physical and online environments used by students and staff. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp). It applies to all other staff, School Council members, visitors to the school and volunteer workers.

Guiding Principles

This Code of Conduct outlines appropriate standards of behaviour by adults towards children. It is binding for all staff members, volunteers and external providers working with children on-site or off-site. Collingwood College is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

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The principal and school leaders of Collingwood College will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The principal and school leaders of Collingwood College will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

Induction procedures or manuals for new staff, volunteers and external providers will include information about the Child Safe Code of Conduct. The school has identified the following acceptable and unacceptable behaviours:

Acceptable Behaviours

Collingwood College, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, are responsible for supporting and promoting the safety of children by:

- upholding our Collingwood College commitment to child safety at all times and adhering to our *Child Safety Policy*
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LQBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.

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- reporting any allegations of child abuse or other child safety concerns to our child safety officer (principal)
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the PROTECT Four Critical Actions.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable Behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the Photographing, Filming and Recording Students policy or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

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Student Responsibilities

As a student at Collingwood College, I have a responsibility to:

- show respect and value others regardless of their difference to me or my family, taking full advantage of the rich learning opportunities that a culturally diverse community can offer, celebrating our differences as well as what we share.
- treat others equitably and with fairness and understanding.
- accept personal responsibility for learning and behaviour.
- respect other's property and to act in a safe and considerate manner.
- respect the rights of others, and to accept the opinions of others, bringing an open and enquiring mind to the learning community.
- be an example to others by refraining from any forms of harassment or bullying.
- empower others to productively respond to issues and foster feelings of ownership, involvement and connection to the Collingwood College community engaging all of us in the process of educating one another.
- appreciate creative potential as a means to develop individuals who are capable of living in our complex, interconnected and challenging world.
- conduct myself in the college in such a manner that I can receive full benefit from the program and in so doing not to interfere with the rights of others.
- keep our learning environment clean, respectful and safe.

Parent/Guardian Responsibilities

As parent or guardian at Collingwood College, I have the responsibility to:

- show respect and value others regardless of their difference to me or my family, taking full advantage of the rich learning opportunities that a culturally diverse community can offer, celebrating our differences as well as what we share.
- treat others equitably and with fairness and understanding.
- establish positive communication links with the school and teachers.
- encourage children to be safety conscious.
- be receptive and responsive in supporting school policies and initiatives.
- participate in learning experiences.
- appreciate creative potential as a means to develop individuals who are capable of living in our complex, interconnected and challenging world.
- take an active and ongoing interest in my child's academic and social development.

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- support the efforts of staff and students in maintaining a clean, respectful and safe environment.
- participate as an active member of the Collingwood College learning community.
- help my child follow the school's code of conduct.
- recognise the individuality of each child.
- treat school personnel with courtesy and as a partner in my child's education.

Breaches to the Child Safety Code of Conduct

All Collingwood College, staff, volunteers, contractors, students, parents and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Collingwood College Child Safety Code of Conduct must be reported to the child safety officers or the principal.

If the breach or suspected breach relates to the principal, contact the Regional Director, North Western Victoria Region (via email: nwvr@education.vic.gov.au or telephone: 1300 338 691) who must then take on responsibility for ensuring our school follows these procedures.

By observing these behaviours all staff, volunteers and members of the School Council of Collingwood College acknowledge their responsibility to immediately report any breach of this code to the School Child Safety Officers or to the principal.

Note: Corporal punishment is prohibited in our school and will not be used in any circumstance. We have a zero-tolerance approach to child abuse.

Communication

Collingwood College is committed to communicating our child safety strategies to the school community through:

- Ensuring that the Child Safety and Wellbeing Policy, Code of Conduct (this document), and the Child Safety Responding and Reporting Obligations

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Policy and Procedures are available on the school website and through the COMPASS communication portal

- Once per term reminders in the school newsletter and through online posts of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at staff meetings for discussion
- Ensuring that child safety is a regular agenda item at school council meetings for discussion

Review and Approval

This Code of Conduct will be reviewed every two years or if DET regulations change. Following every reportable incident, a review shall be conducted to assess whether Collingwood College's Code of Conduct requires modification to better protect the children under their care. School council consultation and approval must also be sought if any significant changes are made.

Approved (Mandatory)	Principal, School Council May 2023
Consultation (Mandatory)	Staff/School Council May 2023
Next scheduled review date	May 2025

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