

SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT

PURPOSE

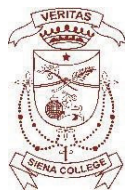
This Code of Conduct has a specific focus on promoting child safety and wellbeing in the school environment and safeguarding children and young people at Siena College against sexual, physical, psychological, and emotional abuse or neglect. It is intended to complement other professional and occupational codes.

All staff, volunteers, contractors, clergy, and board members at Siena College are expected to actively contribute to a school culture by respecting the dignity of its members, affirming 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.

ACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors, clergy, and board members at Siena College are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety, at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- taking into account the needs of all children and students
- listening and responding to the views and concerns of children – particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal or Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation, and empowerment of children with culturally and linguistically diverse backgrounds (for example, by having a zero-tolerance for discrimination)
- promoting the safety, participation, and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.)
- understanding and complying with all obligations as they relate to the reportable conduct scheme including reporting allegations of reportable conduct in accordance with the school's reportable conduct policy
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- ensuring as quickly as possible that the child is safe if an allegation of child abuse is made



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- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher
- ensuring they comply with all applicable professional or occupational codes of conduct

UNACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors, clergy, and board members at Siena College must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any special relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (for example, toileting or changing clothes)
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race, or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability
- work with children while under the influence of alcohol or illegal drugs
- have contact with a child or their family outside school without the school leadership's or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child (including by social media, email, instant messaging) or their family unless necessary (for example, providing families with eNewsletters or assisting students with their schoolwork)
- use any personal communication channels/devices such as a personal email account
- exchange personal contact details such as phone numbers, social networking sites or email addresses
- photograph or video a child without the consent of the parents, guardians, or carers
- consume alcohol or drugs at school or at school events in the presence of children

TEACHERS

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the VIT. These principles include:



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- knowing their students well, respecting their individual differences and catering for their individual abilities
- working to create an environment which promotes mutual respect
- modelling and engaging in respectful and impartial language
- protecting students from intimidation, embarrassment, humiliation, and harm
- respecting a student's privacy in sensitive matters
- interacting with students without displaying bias or preference
- not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students

PSYCHOLOGISTS AND SCHOOL COUNSELLORS

In their dealings with students, psychologists and school counsellors should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- the Australian Health Practitioner Regulation Agency
- the Australian Counselling Association
- Speech Pathology Australia

SPORTS AND RECREATION

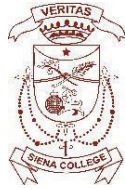
Coaches, staff members and volunteers involved in coaching, training, or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing, or discriminatory language
- coaching students to be 'good sports'
- explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle

BREACHES OF THIS CODE

Where a member of staff is suspected of breaching this Code of Conduct, Siena College may start the process under clause 13 of the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA 2018) for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact the College board chair.



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Where any other member of the school community, including volunteers and contractors, is suspected of breaching this code, the school is to take appropriate action, including (if applicable) in accordance with the *PROTECT: Identifying and Responding to Abuse Reporting Obligations* document.

In appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT.

I, _____, confirm I have been provided with a copy of the above Code of Conduct and will abide by it.

Signed: _____

Date:



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CONFIDENTIALITY STATEMENT

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During the course of your volunteer work within Siena College Limited, you will have access to various forms relating to student and family information; therefore volunteers must safeguard confidentiality. Student and family information must not be divulged to unauthorised personnel. It should be acknowledged that this responsibility extends beyond your volunteer work with the College.

The following statement should be read and signed:

I acknowledge that any information received from students or staff records placed in my charge or custody during the course of my volunteer work with Siena College Limited may not be disclosed to any person without the authorisation of the Principal.

Any unauthorised disclosure of confidential information, whether deliberate or otherwise, will result in immediate termination of my volunteer work and may also result in criminal or civil proceedings against me.

Name (please print)

Signature Date.....

Witness Name..... (please print)

Witness Signature Date

Volunteer Application Form

PERSONAL DETAILS

Title First Name/s Surname

Address Postcode

Home Telephone..... Mobile

VOLUNTEER ROLE *Please provide details of the volunteer position/s that you are interested in*

EDUCATION / TRAINING / CERTIFICATION *e.g. Relevant qualifications, first aid certificate, etc.*

PREVIOUS CHILD RELATED EMPLOYMENT

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Please provide all previous employers. If more space is required, attach a separate sheet

PREVIOUS VOLUNTEER WORK

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Please provide details of all volunteer work involving children. If more space is required, attach a separate sheet

Volunteer Application Form

REFEREE/S

Full Name Contact Number

Organisation Position

Full Name Contact Number

Organisation Position

DECLARATION

Please read each statement below and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point:

- I wish to apply for volunteer work with Siena College
- I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work
- I declare that the information contained in this application is true and correct
- I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks
- I understand that I am required to complete documentation as enclosed within the Volunteer Engagement Handbook
- I have viewed the Volunteer Induction Presentation (VIP) on the Siena College website
- I confirm that I have read and understand the responsibilities of a volunteer of Siena College, in particular those that are outlined in the College's Child Safety and Wellbeing Policy, Safeguarding Children and Young People: Code of Conduct, Confidentiality Statement and Volunteer Induction Presentation (VIP)
- I acknowledge and accept that if engaged as a volunteer of Siena College, no payment will be made to me by Siena College
- I understand and accept that Siena College can cease the volunteering arrangement at any time

Signed Date

Please attached a copy of your proof of identity (e.g. driver's license) and Working with Children Check

PRIVACY STATEMENT

The personal information you have provided will help us to assess you as a valued volunteer of Siena College and will be treated as confidential. Information provided by you in this form may be checked by Siena College with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

OFFICE USE: DOCUMENTATION AS REQUIRED

Proof of Identity <input type="checkbox"/> Details:	Signed Code of Conduct <input type="checkbox"/>
Working With Children Check <input type="checkbox"/> Expiry:	Signed Confidentiality Agreement <input type="checkbox"/>
Other <input type="checkbox"/>	



VOLUNTEER OHS AND CHILD SAFETY INDUCTION CHECKLIST

Workplace Siena College

Volunteer Name

Tasks

CHECKLIST

The purpose of this checklist is to facilitate the volunteer OHS induction requirements of the school.

	Provided
Siena Occupational Health and Safety (OHS) Policy and required conduct/behaviour	<input type="checkbox"/> Yes
Hazard, incident and near miss reporting procedures	<input type="checkbox"/> Yes
First Aid Procedures	<input type="checkbox"/> Yes
First Aid Officer/s and location of First Aid Rooms/Kits	<input type="checkbox"/> Yes
Anaphylaxis	<input type="checkbox"/> Yes
Child Safety and Mandatory Reporting	<input type="checkbox"/> Yes
Emergency Evacuation Information	<input type="checkbox"/> Yes
Personal Protective Equipment requirements	<input type="checkbox"/> Yes
Site tour of the school provided	<input type="checkbox"/> Yes
Location of amenities (toilets, staff room)	<input type="checkbox"/> Yes

Volunteer Signature Date

Siena College Representative Signature Date