# Adult Code of Conduct

Adventist® Education
Australian Capital Territory

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

It is the School's policy that any breach of the Child Safe Adult Code of Conduct is a child safety incident.

The School 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 Professional Boundaries of Staff 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 Seventh-day Adventist Schools (SNSW) Ltd.**

# SCOPE

The Child Safe Adult Code of Conduct applies to:

1. the Principal and the Leadership Team
2. all staff members, including non-teaching Staff and temporary or casual Staff
3. all Volunteers
4. all Contractors
5. External Education Providers
6. teaching students on placement at the School
7. parents/carers and other adult family members of students
8. visitors.

*This group is together referred to as "the School/College Community" for the purposes of this Code.*

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

*Each member of the School Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour.*

**Do:**

- Uphold and act in accordance with Seventh-day Adventist schools (South NSW) Ltd Statement of Commitment to Child Safety and Wellbeing at all times.
- Comply with guidelines published by the School with respect to child safety, such as the 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 students with respect.

- 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 appropriate, positive and affirming language towards 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 inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- When individual and/or educational plans are required for particular students, organise these with the assistance of the School and the student's parents/carers.

- Understand the School's procedures for administration and storage of medication.
- Report any breaches of the Child Safe Adult Code of Conduct.
- Report concerns about child safety to one of the School's Child Safety Advocates and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse, neglect or other harm 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 conduct that may cause a student to be treated in an unreasonable or seriously inappropriate, inhumane or cruel manner.
- Use prejudice, oppressive behaviour or 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 or corporal punishment to discipline or control a student.
- Restrain a child by mechanical or physical means unless it is to stop them from hurting themselves, others or damaging property.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Engage in conduct that would cause you to fail to adequately supervise a student or that would lead to the neglect or abandonment of a student in your care.
- Develop 'special' relationships with students that could be seen as favouritism (for example the offering of gifts or special treatment for specific students).
- Provide students with alcohol, illegal drugs, tobacco or tobacco products.
- Give or administer medication to a student unless the School's procedures for administration and storage of medication have been followed.
- Consume alcohol or possess/take illegal drugs while on duty and responsible for students.
- Expose students to any harmful by-products of tobacco or tobacco products, such as second- hand smoke.
- Engage in undisclosed private meetings with a student that is not your own child, including for the purposes of socialising, mentoring, tuition or out-of-school care.
- Engage in inappropriate personal communications with a student through any medium, including any online or out-of-hours contact or interactions with a student or their family.
- Access websites which host pornographic material or otherwise inappropriate images/ representations of children at school and/or while using school communication devices.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post online any information about a student that may identify them unless it is necessary for the school's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's: full

name, age, email address, telephone number, residence, school, or details of a club or group they may attend.

- Ignore or disregard any suspected or disclosed child abuse, neglect or other harm.

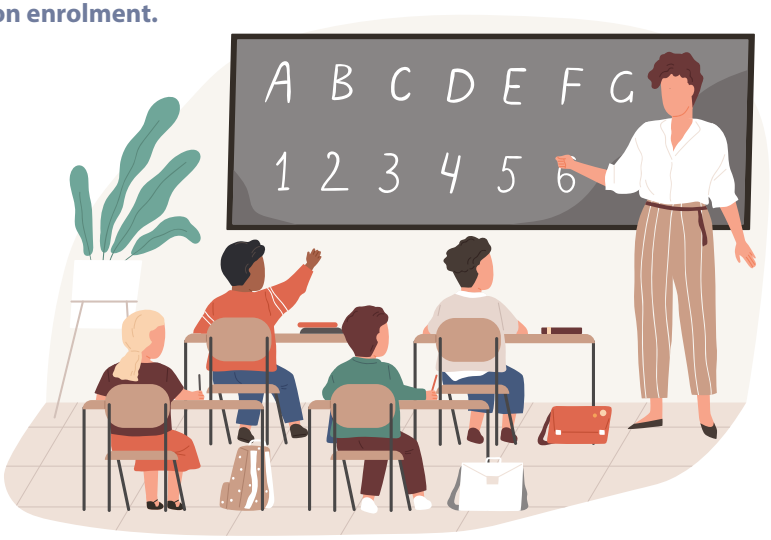
## Agreement to the Child Safe Adult Code of Conduct

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

The Child Safe Adult Code of Conduct forms part of the contract between the School 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 upon signing the contract or upon commencing work at the School.

**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 this Child Safe Adult Code of Conduct

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement

Where any other member of the School community breaches any obligation, duty or responsibility within our Child Safe Adult Code of Conduct, Seventh-day Adventist Schools (SNSW) Ltd will take appropriate action.

## Report Any Concerns

It is the School's policy that any breach of the Child Safe Adult Code of Conduct is 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 report their concern internally and, if required, also externally.

**This includes self-reporting by a staff member who breaches or believes that they may have breached the Child Safe Adult Code of Conduct. Staff who, in good faith, make an internal report alleging a breach of the Child Safe Adult Code of Conduct will be protected from victimisation or other adverse consequences.**

Our Child Safe Program includes information for the Leadership Team, Staff, Volunteers and Contractors about how to identify key indicators of child abuse, neglect or other harm 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 another public facing document called 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 the School, including breaches of the Child Safe Adult Code of Conduct. These include informal and formal ways, an 'anonymous' way, and external child advocacy or child safe organisations. For more information, refer to another public facing document called 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 associated with the School may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact the School's Senior Child Safety Advocate

The Principal or the Child Safe Advocate, by phoning 62863989 or if the concern relates to the Principal, the Executive Director of Education of the relevant Adventist Schools' Company. You can also raise a concern through the School's Guidelines for Handling Complaints & Appeals.

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

Please be aware that consulting with a Child Safety Advocate does not change any obligation you have under legislation to report to an external authority. Refer to the procedures called Responding to and Reporting child safety incidents or concerns (public facing document).

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