



Child Safe Code of Conduct Representatives of Organisations

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1. Scope

In accordance with the ethos of Oxley Christian College (“the College”), and to comply with Ministerial Order 870, this Code of Conduct is to be adhered to by members of the College community, including:

- Contractors and organisations providing services to the College; and
- Other visitors to the College.

2. Rationale

The ethos of the College, (among other things), is founded on the love of God towards all people, with emphasis on the children who are students at the College. In the promotion of God’s love and the knowledge of God and Biblical principles, and to ensure the health, safety and overall wellbeing of all students, the College and its community will seek to comply with the Child Safe Standards, introduced by Ministerial Order 870 made by the Victorian Minister for Education on 22 December 2015.

This Code of Conduct, which is particularly associated with Standard 3 of the Child Safe Standards detailed in Ministerial Order 870, outlines the expected standards for appropriate behaviour with and in the company of children in the school environment. The Code of Conduct is to ensure appropriate behaviour with children at the College and to protect children from abuse.

3. Appropriate Behaviour

All staff, volunteers, and other adults within the community of the College (including visitors and representatives of organisations providing services to the College) are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of the College and other adults visiting or working at the College are responsible for supporting the safety, participation, wellbeing, and advancement of children by:

- adhering to the College Child Safe Policy at all times and upholding the College statement of commitment to child safety at all times;
- taking all reasonable steps to protect children from abuse;

- treating everyone with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and / or are worried about their safety or the safety of another;
- guarding the cultural safety, participation and advancement of children who identify as Aboriginal or Torres Strait Islander;
- guarding the cultural safety, participation and advancement of children with culturally and / or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- guarding the safety, participation and advancement of children with a disability (for example, during personal care activities);
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse to the College Child Safety Officer / leadership, and ensure any allegation is reported to the police or child protection;
- reporting any child safety concerns to the College Child Safety Officer / leadership;
- ensuring as quickly as possible that the child(ren) are safe if an allegation of child abuse is made; and
- supporting children to actively participate in all relevant organisational activities where possible, especially on issues that are important to them.

4. Inappropriate Behaviour

Staff, volunteers and other personnel (including visitors and representatives of organisations providing services to the College) must not:

- 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; sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area);
- put children at risk of abuse (for example, by locking doors);
- do things of a personal nature that a child can do for themselves, such as 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 culture, race, ethnicity or disability;
- have contact with a child or their family outside of the College without our Child Safety Officer's knowledge and / or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate. Any contact outside of the College must have a valid context.
- have any online contact with a child or their family (unless necessary or with a valid context, for example providing families with e-newsletters); and
- ignore or disregard any suspected or disclosed child abuse.

5. Acknowledgement by Representative of Organisation

As a key representative of the organisation (named below) you acknowledge that all representatives of your organisation that are to visit or provide services to the College:

- have read and understood the:
 - College Child Safe Policy; and
 - Child Safe Code of Conduct – Representatives of Organisations; and
- will observe these standards, and accept their responsibility to immediately report any breach of this Code of Conduct to the College Child Safety Officer / school leadership.

If you believe a child is at immediate risk of abuse phone 000.

6. Declaration

By observing these standards, on behalf of your organisation, you must declare to the Child Safety Officer / school leadership contact that representatives of your organisation may have with students outside of the school environment.

(Please tick the relevant box.)

We do not have anything to declare

We declare the following:

Name of Organisation:

Name of Key Representative:

Signature of Key Representative:

Date: