

Child Safe Code of Conduct



Date Created Navigator College:	December 2019
Date Reviewed Navigator College:	September 2021
Next Review Date:	September 2023
Complispace Policy:	Yes

This policy is reviewed and approved by the Navigator College Governing Council.

A Child Safe Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance, refer to the College's [Staff and Student Professional Boundaries Policy](#).

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children.

When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the College environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safe Code of Conduct helps to protect children from harm.

This Code applies to:

- All staff members, including non-teaching staff and temporary or casual staff
- Students
- Volunteers
- Visitors
- Parents and caregivers
- Contractors and service providers (including External Education Providers)
- Members of the College Council
- Teaching students on placement at the College

The Code is made available through various media including our public website. The College has also developed a [Student Code of Conduct](#).

Navigator College's Child Safety Code of Conduct

Navigator College has the following expectations of behaviours and boundaries for all adults interacting with students, and students within our College. This includes all students, staff (teaching and non-teaching), Volunteers, parents/guardians, Contractors, External Education Providers, College Council members, teaching students on placement at the College and visitors to the College.

DO:

- 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.
- Comply with guidelines published by the College with respect to child protection.
- Comply with the SA Protective Practices Guidelines as modified from time to time.
- Treat all members of the College with dignity, respect, sensitivity and fairness.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally-diverse students.
- Use positive and affirming language toward 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.
- Report any breaches of this Child Safety Code of Conduct.
- Report concerns about child safety to the Principal or a Child Safety Contact Officer and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse 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 including high-risk behaviours such as bullying or harassment of a child.
- 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, sexuality, 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 unwarranted and/or inappropriate touching of a child or 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.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special relationships' with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in meetings with a student who is not your child, outside of school hours and without permission from the College and the child's parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent.
- Post online any information about a student that may identify them such as their full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse, grooming or neglect.

Our Child Protection Program includes a [Staff and Student Professional Boundaries Policy](#) that provides detailed guidance for all staff and Volunteers on how to maintain professional boundaries between students and adults at Navigator College.

[Report Any Child Protection Concerns](#)

Staff, Contractors, External Education Providers, Volunteers, parents/caregivers, students and other community members who have concerns that a child may be subject to abuse, grooming or neglect or at risk of significant harm and have queries about how to make a report or that there has been a breach, or potential breach, of the Child Safe Code of Conduct are asked to contact the College's Principal or a Child Safety Contact Officer. **The Child Safety Contact Officers at Navigator College are the Principal and the Heads of Junior, Middle and Senior School.**

Please be aware that consulting with the Principal or a Child Safety Contact Officer does not change any obligation you have under legislation to report to an external authority.

All communications will be treated confidentially on a 'need to know basis' and without threat of punishment or victimisation.

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

If you have any questions regarding the College's Child Safe Code of Conduct, and how it applies to you, please contact the Principal or a Child Safety Contact Officer.

[Disciplinary Procedures](#)

Where a staff member breaches the Code, Navigator College may take disciplinary action, including in the case of serious breaches, dismissal (where appropriate).

Where any other member of the College breaches any obligation, duty or responsibility within the Code, Navigator College will take appropriate action. For example, the services of Volunteers may no longer be required by the College.

POLICY REVIEW HISTORY:

September 2021

December 2019

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