



CHILD SAFE CODE of CONDUCT

July 2016

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AUTHORITY AND APPLICATION

Date of approval	[#Insert date of approval#]
Source of approval	TCEC
Start date	[#Insert date of Commencement#]
Date of review	Three years from approval or review/amendment approval
Date of amendments	[#Insert dates of Amendments#]
Previous documents	nil

DEFINITIONS

For the purposes of this Child Safe Code of Conduct any reference to:

Child is a person under the age of 18 years or a student aged 18 years or older

Worker includes any person who carries out work or services in any capacity for Catholic Education Tasmania either as:

- an employee
- a volunteer
- a priest or a member of a religious order
- a contractor, subcontractor or consultant
- an employee of a contractor, subcontractor or consultant
- an employee of an employment agency or labour hire company
- an apprentice or trainee
- an external student gaining work experience or on work placement

School is any Tasmanian Catholic Systemic School or College, Archdiocesan College or Congregational School or College

TCEC is Tasmanian Catholic Education Commission, an entity responsible for oversight of Catholic Education in Tasmania

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TCEC Vision

As a community of Catholic Schools we will strive to provide a quality education for our students so each will be:

- a person of faith in relationship with God through Christ and his Church;
- a fully integrated human being able and willing to give witness to Christ by living according to Gospel values;
- a person who is inspired by a deep passion for life long learning and the promotion of peace and justice; and
- a person who embraces the future with faith in Christ, hope, confidence and the ability to take his/ her place in society.

TCEC CHILD SAFE CODE OF CONDUCT

All Workers are responsible for behaving in a manner that reflects the TCEC Vision and are required to:

- Display appropriate behaviour towards and in the company of children at all times.
- Support the safety, participation, wellbeing, empowerment and protection of children.
- Observe professional boundaries between yourself and children.
- Be a positive role model in your conduct with children.
- Treat children with respect.
- Use positive and affirming language when communicating with children.
- Encourage children to participate and 'have their say'.
- Promote the safety, participation and empowerment of Aboriginal children; children with culturally and/or linguistically diverse backgrounds; and children with a disability.
- Listen and respond appropriately 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.
- Respond quickly, fairly and transparently to any serious complaints made by a child or their parent/guardian and report to the Principal/ School Child Safe Officer as soon as practicable.
- Alert the Principal/ School Child Safe Officer if you witness a breach of this Code.
- If child abuse or neglect is alleged, or you have reasonable grounds to believe or suspect abuse or neglect, you are to ensure that reasonable steps are taken to ensure the safety of a child as quickly as possible and:
 - phone the Police on **000** if a child is in immediate danger, and/or
 - notify Department of Health & Human Services Child Protection Services on **1300 737 639** or http://www.dhhs.tas.gov.au/_data/assets/pdf_file/0007/62989/Notification_Form.pdf
 - advise the Principal/ School Child Safe Officer immediately.

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Workers must not:

- Develop any 'special' relationships with children that could be seen as favouritism such as the offering of gifts or special treatment.
- Exhibit behaviours with children which may be construed as unnecessarily physical.
- Facilitate situations which unnecessarily result in close physical contact.
- Hold, cuddle, kiss, hug or touch a child in any manner except for appropriate touch to comfort distress.
- Make sexually suggestive comments to a child or show or share sexually suggestive material to a child.
- Engage in inappropriate rough physical play/games with children.
- Use unwarranted means to control or discipline a child.
- Assist children do things of a personal nature that they can do for themselves.
- Discriminate against any child because on an attribute that could include, but is not limited to, age, gender, culture, race, ethnicity or disability.
- Use profane language in the presence of children.
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities).
- Express personal views on cultures, race or sexuality in the presence of children.
- Have organised contact with a child or their family outside of the school without the Principal/ School Child Safe Officer's knowledge (such as babysitting, weekend trips).
- Have any online contact with a child or their family outside of authorised school requirements.
- Take and/or publish photos or movies of a child without the Principal/ School Child Safe Officer's knowledge.
- Publish any private information about a child such as their name, age, email address, telephone number, residence, interests, sports etc.
- Ignore or disregard any suspected or disclosed child abuse.

DECLARATION

I agree to abide by this Child Safe Code of Conduct and acknowledge my responsibility to immediately report any breach of this Code to the Principal/ School Child Safe Officer.

Name:.....

Signature:..... Date:.....

If you believe a child is at immediate risk of harm you should phone the police on 000.

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