

CHILD SAFE CODE OF CONDUCT - BHI

Box Hill Institute is committed to the safety and wellbeing of young people. We recognise the importance of, and responsibility for, ensuring that our learning environments are safe, supportive and enriching. We respect and foster the dignity and self-esteem of young people and enable them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce opportunities for child abuse or harm to occur. It assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, policies and procedures and other codes of conduct as these apply within the organisation.

The Executive and Leadership Team are responsible for monitoring and evaluating the operation of this code within their areas of responsibility and for providing information and support to enable the Code of Conduct to operate effectively.

All employees, contractors, volunteers and other persons involved in child related work within BHI are responsible for supporting the safety, participation, wellbeing and empowerment of young people by:

- adhering to the BHI Child Safe Policy at all times
- taking all reasonable steps to protect young people from abuse
- treating everyone with respect
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused or that they are worried about their safety/the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability
- ensuring as far as practicable that staff are visible to others when working with young people one on one
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 and reporting any allegations of child abuse or as outlined in the Mandatory Reporting procedure
- reporting any concerns about child safety to a member of the Executive or Leadership Team
- if an allegation of child abuse is made, ensuring as quickly as possible that the student(s) are safe
- reporting to the HR Business Partnering Team or Workplace Relations any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher
- encouraging students to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

- Employees, contractors, volunteers and other persons involved in child related work within BHI must not:
 - ignore or disregard any suspected or disclosed child abuse
 - develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
 - exhibit behaviours with students 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 which students or do things of a personal nature that a student can do for themselves, such as toileting or changing clothes
 - engage in open discussions of a mature or adult nature in the presence of students (for example, personal social activities)
 - use inappropriate language in the presence of students
 - express personal views on cultures, race or sexuality in the presence of students
 - discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
 - have contact with a student or their family outside of school without the knowledge of the Head of School (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Existing relationships must be disclosed to the Head of School. Accidental contact, such as seeing people in the street, is appropriate.
 - have any online contact with a student or their family (unless educational / necessary eg providing e-newsletters). Any pre-existing relationships should be disclosed to the Head of School. This means that staff should not be connected to students through their personal social networking site.
 - have any inappropriate contact with students or their families using their personal phone number or email addresses (mobile phones are recognised as being used regularly, this use must be appropriate for educational/work purposes)
 - photograph or video a child without the consent of the parent or guardians