

# Child Safety Code of Conduct

## 1.0 PURPOSE

Youth2Industry College is committed to the safety and wellbeing of children and young people. Our College community recognises the importance of, and a responsibility for, ensuring our College is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our College.

The Principal and Youth2Industry College Executive will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and an orderly Youth2Industry College and other learning environments. The Youth2Industry College Principal and leaders will also provide information and support to enable the Code of Conduct to operate effectively.

All Board members, staff, contractors, volunteers and any other member of the Youth2Industry College community involved in child-connected work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the College for student use (for example, a school camp).

## 2.0 SCOPE

This document applies to the Youth2Industry College Board and all staff, volunteers, service providers, contractors and other adults involved in child-connected work in the Youth2Industry College environment.

## 3.0 IMPLEMENTATION

### 3.1 Acceptable Behaviours

As staff, volunteers, contractors, and any other member of the Youth2Industry College community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- Upholding the College's commitment to child safety at all times and adhering to the College's Child Safe Policy and other policies
- Taking all reasonable steps to protect children from abuse
- Treating students and families in the College community with respect both within the College environment and outside the College environment as part of normal social and community activities; including listening to and valuing their ideas and opinions

- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Welcoming all children and their families and carers and being inclusive
- Promoting the cultural safety, participation and empowerment of Aboriginal students, students with cultural and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home, students who are vulnerable and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- Ensuring as far as practicable, that adults are not alone with a student -one to one interactions between an adult and a student are to be in open space or in line of sight of another adult
- Modelling appropriate adult behaviour
- Reporting any allegations of child abuse or other child safety concerns to the College's Principal
- Understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety **QMS: 405 Responding and Reporting Policy and Procedures** and the **QMS:400-10 Four Critical Actions for Schools**
- Complying with our guidelines on physical contact with students (see unacceptable behaviours)
- If child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm
- Respecting the privacy of students and their families and only disclosing information to people who need to know
- Teaching staff adhering to and complying with The Victorian Teaching Profession's Code of Conduct

### **3.2 Unacceptable Behaviours**

Staff, volunteers, contractors, and any other member of the Youth2Industry College community involved in child-connected work must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- Develop 'special' relationships with any student/s that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- Display behaviours or engage with students in ways that are not justified by the educational or professional context
- Initiate unnecessary physical contact with students or do things of a personal nature that students can do for themselves, such as toileting or changing clothes
- Treat a child unfavourably or discriminate on the basis of age, gender, race, culture, vulnerability, sexuality or ethnicity
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate

- Discuss content of an intimate nature or use sexual innuendo with students, except when needed to deliver the school curriculum or professional guidance
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.), except where that communication is reasonable in all the circumstances, related to College work or extra-curricular activities or where there is a safety concern or other urgent matter
- Photograph or video a child in a College environment except in accordance with **QMS: 204 Photographing, Filming and Recording Students Policy** or where required for duty of care purposes
- In the College environment or at other College events where students are present, consume alcohol contrary to College policy or take illicit drugs under any circumstances
- Have contact with any student outside of school hours except when needed to deliver the College curriculum or professional guidance and parental permission has been sought

#### **4.0 BREACHES TO THE CHILD SAFETY CODE OF CONDUCT**

All College staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Commission For Children and Young People's Reportable Conduct Scheme guidelines and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the College Child Safety Code of Conduct must be reported to the Principal (or the Chair of the College Board if they involve the Principal).

#### **5.0 ASSOCIATED DOCUMENTS**

- QMS: 204 Photographing, Filming and Recording Students Policy
- QMS: 401 Y2IC Child Safety Policy
- QMS: 402 Duty of Care Policy for the College Community
- QMS: 403 Duty of Care Policy for Staff
- QMS: 405 Responding and Reporting Policy and Procedures
- QMS: 501 Y2IC Procedure for Staff Recruitment and Employment
- QMS: 400-10 Four Critical Actions for Schools
- QMS: 400-16 Y2IC Child Cafe Code of Conduct Form
- VIT Code of Conduct

**VERSION CONTROL DETAILS**

**Revision History**

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Change Reference</b>
25/5/2020	1.0	P. Vakakis	Initial Policy
24/11/2020	2.0	P. Vakakis	Updates to Associate Documents
18/11/2021	3.0	P. Vakakis	Reference to VIT Code of Conduct
18/5/2022	4.0	P. Vakakis	Updates in line with new Child Safe Standards

**Reviewers**

<b>Date</b>	<b>Version</b>	<b>Approved By</b>	<b>Next Review Date</b>
25/5/2020	1.0	Y2IC Board	May 2023
24/11/2020	2.0	Y2IC Board	November 2023
30/11/2021	3.0	Y2IC Board	November 2024
21/6/2022	4.0	Y2IC Board	June 2024