



# St Peter's ELC Child Safe Code of Conduct



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A partnership in education between Loreto Mandeville Hall Toorak and St Kevin's College, Toorak.  
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# CHILD SAFE CODE OF CONDUCT

## INTRODUCTION

Our 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. 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 St Peter's ELC environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

## OUR CHILD SAFE CODE OF CONDUCT

This Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults towards children. The Code serves to protect children, eliminate any opportunities for abuse or harm to occur, and promote child safety in the ELC environment. It provides guidance on how to best support children and how to avoid or better manage difficult situations. Where a staff member breaches this Code, St Peter's ELC may take disciplinary action, including in the case of serious breaches, summary dismissal.

St Peter's ELC has the following expectations of behaviours and boundaries for all adults interacting with children within our ELC community. This includes all teaching staff, general staff, the School Board, Volunteers, Third Party Contractors, External Education Providers and parents/carers.

## ACCEPTABLE BEHAVIOURS

- Behave as a positive role model to children
- Promote the safety, welfare and wellbeing of children
- Be vigilant and proactive regarding child safety and child protection issues
- Provide age appropriate supervision for children
- Comply with guidelines published by the ELC with respect to child protection
- Treat all children with respect
- Promote the safety, participation and empowerment of children with a disability
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse children
- Use positive and affirming language towards children
- Encourage children to 'have a say' and participate, and then listen to them with respect
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all children to interact, and socialise
- Intervene when children are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way
- Report any breaches of this Child Safe Code of Conduct
- Report concerns about child safety to our ELC's Child Safety 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 child involved is safe
- Call the Police on 000 if you have immediate concerns for a child's safety
- Respect the privacy of children and their families and only disclose information to people who have a need to know.

## UNACCEPTABLE BEHAVIOUR

- Engage in any form of inappropriate behaviour towards children or expose children to such behaviour
- Use prejudice, oppressive behaviour or inappropriate language with children
- Express personal views on cultures, race or sexuality in the presence of children or discriminate against any child based on culture, race, ethnicity or disability
- Engage in open discussions of an adult nature in the presence of children
- Engage in any form of sexual conduct with a child including making sexually suggestive comments and sharing sexually suggestive material
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- Engage in any form of physical violence towards a child including inappropriately rough physical play
- Use physical means or corporal punishment to discipline or control a child
- Engage in any form of behaviour that has the potential to cause a child significant, emotional or psychological harm
- Develop 'special' relationships with a child that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Engage in undisclosed private meetings with a child that is not your own child
- Engage in meetings with a child that is not your own, outside of ELC hours and without permission from the ELC and the child's parent
- Engage in inappropriate personal communications with a child through any medium, including any online contact or interactions with a child
- Take or publish (including online) photos, movies or recordings of a child without parental/carer consent
- Post online any information about a child that may identify them such as their: full name; age; e-mail address; telephone number; residence; ELC; or details of a club or group they may attend
- Ignore or disregard any suspected or disclosed child abuse.

## REPORT ANY CONCERNS

Our Child Safe Program provides detailed guidance as to how to identify key risk indicators of child abuse and how to report concerns to one of our nominated ELC Safety Officer. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities. Staff, third party contractors, external education providers, volunteers, parents/carers and other community members who have concerns that a child may be subject to abuse or grooming are asked to contact the relevant authority or the ELC's Senior Child Safety Officer, our Director of Rathfarnham/ELC or our Director of Glendalough, by phoning 03 9823 8101 or [email](#).



Communication will be treated confidentially with a 'need to know' basis. Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

## ACKNOWLEDGEMENT OF THE CHILD SAFE CODE OF CONDUCT

I have received and read the St Peter's Early Learning Centre Child Safe Code of Conduct. I understand my obligations and responsibilities under the Code of Conduct. This includes immediately reporting any breach of this Code to a teacher, an ELC Child Safety Officer or a member of the ELC's Leadership Team or the relevant authority.

If a child is at immediate risk of abuse, I will contact the Police on 000.

By signing the below, I agree to comply with the Child Safe Code of Conduct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Policy Name: Child Safety Policy	Last Updated: August 2019
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