



Child Safe Program

Child Safe Code of Conduct

The Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults in the School environment towards students. It serves to protect students, reduce any opportunities for harm or risk of harm to students to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the School's policy that any breach of the Child Safe Code of Conduct is a child safe incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

For more information, refer to [Responding to and Reporting Child Safety Incidents or Concerns](#).

The School reviews the Child Safe Code of Conduct annually. The Board has endorsed the Child Safe Code of Conduct.

The Child Safe Code of Conduct is published on our public website.

Our Child Safe Program also includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at Loxton Lutheran School.

Scope

The Child Safe Code of Conduct applies to all adults in the School community, including:

- Board members and sub-committee members
- the Principal and the Leadership Team
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors
- External Education Providers
- teaching students on placement at the School
- Visitors (including parents/carers when in a School environment or attending a School event)

together referred to as “the School Community” for the purposes of this the Child Safe Code of Conduct.

The Child Safe Code of Conduct applies in all School environments. School environments include both physical and online environments, as well as any environment (including those outside the School’s grounds) where School-related activities are occurring.

Some staff members, Volunteers and Contractors at the School may have other professional or occupational codes of conduct that regulate their profession or occupation. These staff members, Volunteers and Contractors must comply with these other codes of conduct. If a staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Safe Code of Conduct in a particular matter, they must seek advice from their professional or occupational regulatory body and/or a Child Safety Contact Officer, and must advise the Principal of their proposed course of action.

The Child Safe Code of Conduct

Each member of the School Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

Do:

- Uphold Loxton Lutheran School's Statement of Commitment to Child Safety at all times.
- Comply with applicable guidelines published by the School, such as the School’s Staff and Student Professional Boundaries Policy.
- 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.
- Treat all members of the School community 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 and Aboriginal and Torres Strait Islander 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 bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Safe Code of Conduct (for more information, refer to **Report Any Concerns**, below).
- Report concerns about child safety externally to the Department for Child Protection (DCP) and Police as required by law, and internally to a Child Safety Contact Officer.
- Where an allegation of harm to a student 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.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Discriminate against any student on the basis of characteristics that are protected in anti-discrimination legislation or express personal views that support or promote such discrimination.
- 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 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 (other than as expressly outlined in the Department for Education's [Protective practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education or care settings](#)) 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 own child, outside of school hours and without permission from the student's parent/carer.
- Engage in inappropriate personal communications with a student through any medium, including online.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post identifying information about a student online unless it is necessary for the School's activities or you have consent from the student and/or their parents/carers. Identifying information includes things such as the student's: 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 harm to a student.

Agreement to Child Safe Code of Conduct

The School provides a copy of the Child Safe Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the School. The School also communicates it via refresher training at regular intervals for all Staff, as well as relevant Volunteers and Contractors.

All Staff and Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at the School.

The Child Safe Code of Conduct forms part of the contract between the School and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safe Code of Conduct on signing the contract or on commencing work at the School.

A copy of the Child Safe Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Code of Conduct on enrolment.

Consequences for Breaching the Child Safe Code of Conduct

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach the Child Safe Code of Conduct may be subject to disciplinary actions that could include (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternative role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the School Community breaches any obligation, duty or responsibility within our Child Safe Code of Conduct, Loxton Lutheran School will take appropriate action.

For more information, refer to [Child Safe Program Breach Management](#).

Report Any Concerns

Any person, including Staff, Volunteers, Contractors, parents/carers and students, can at any time report a reasonable suspicion about harm or risk of harm to a child or young person directly to the Department for Child Protection (DCP) using the Child Abuse Report Line (CARL) on 13 14 78 or online.

Whenever there are concerns that a child or young person is in immediate danger, call the Police on 000.

Staff

All Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of the Child Safe Code of Conduct that rises to the level of a reasonable suspicion about harm or risk of harm to students **must** report their concern to CARL. They **must** also report externally to Police if required.

It is the School's policy that all breaches of the Child Safe Code of Conduct, including those that do not require external reporting are a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of the Child Safe Code of Conduct must also report their concern internally to a Child Safety Contact Officer or the Principal. Where the child safety incident or concern involves the Principal, internal reports should instead be made to the Chair of the Board by email boardchair@loxton-lutheran.sa.edu.au.

Our Child Safe Program includes information for the School Leadership Team, Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors about how to identify key indicators of harm, on how to report harm and risk of harm to relevant external authorities, and how to report Child Safe incidents or concerns internally. For more information, refer to our procedures for [Responding to and Reporting Child Safety Incidents or Concerns](#).

Students

Students who are the victim of, or who witness or suspect a breach of the Child Safe Code of Conduct can:

- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the School's anonymous Feedback Box, which is located in the Hub
- contact Bravehearts.

Parents/Carers, Family Members or Other Community Members

Parents/carers, family members or other community members who witness or suspect that there has been a breach of the Child Safe Code of Conduct, or have concerns that a child associated with

the School may be subject to harm from a member of Staff, a Volunteer or a Contractor, can contact CARL and/or:

- the School's Senior Child Safety Contact Officer Brad Williams, by phoning 8584 7496 or emailing bradw@loxton-lutheran.sa.edu.au
- or if the concern relates to the Principal, the Chair of the Board by email boardchair@loxton-lutheran.sa.edu.au.

Communications will be treated confidentially on a 'need to know basis'.