



**St Michael's**  
Lutheran Primary School

---

# CHILD SAFE ADULT CODE OF CONDUCT

---

Version	1	
Publication Date	September 2022	
Review Date	September 2023	
Responsibility	Principal	
Endorsed by	School Board	Date: 23 September 2022

## Related School Policies, Procedures and Documents

<ul style="list-style-type: none"> <li>• National Principles for Child Safe Organisations</li> <li>• Mandatory Notification Procedure</li> <li>• Bullying and Harassment Policy</li> <li>• Child Safe Human Resources Management</li> <li>• Staff and Volunteer Induction Procedure</li> <li>• Digital Technologies Policy</li> <li>• Social Media Policy</li> <li>• Student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Pastoral Care Program</li> <li>• Excursion, Camps and Sporting Events Policy</li> <li>• Growing Deep</li> <li>• Valuing Safe Communities</li> <li>• Lifelong qualities for learners</li> <li>• Procedures for Responding to and Reporting Child Safety Incidents and Concerns</li> <li>• Child Safe Complaints Management</li> </ul>
---	---

### 1. Introduction

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

**It is the Learning Community’s policy that any breach of the Child Safe Adult Code of Conduct is a child safety 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 Procedures for Responding to and Reporting Child Safety Incidents or Concerns.

The Learning Community reviews the Child Safe Adult Code of Conduct annually. The Board has endorsed the Child Safe Adult Code of Conduct.

The Child Safe Adult 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 St Michael's

## 2. Scope

The Child Safe Adult Code of Conduct applies to:

- the Principal and the Learning Community Leadership Team
- School Board members
- 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 Learning Community
- parents/carers and other adult family members of students
- Visitors.

***Together referred to as “the Learning Community” for the purposes of this Code.***

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

## 3. St Michael’s Child Safe Adult Code of Conduct

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

### **DO:**

- Uphold St Michael's Statement of Commitment to Child Safety at all times.
- Comply with applicable guidelines published by the Learning Community, such as the Learning Community’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 Learning 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 Adult Code of Conduct (for more information, refer to **Report any Concerns** below).
- Report concerns about child safety externally to the Department for Child Protection (DPC) and Police as required by law, and internally to one of the Learning Community's Child Safety Officers.
- 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.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- 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 **Restraint of Students** policy) 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 inappropriate personal communications with a student through any medium, including online.
- Engage in meetings with a student who is not your child, outside of school hours and without permission from the student's parent/carer.
- 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.

## 4. Agreement to Child Safe Adult Code of Conduct

A copy of the Child Safe Adult Code of Conduct is provided to all Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction, or otherwise prior to them commencing work at the Learning Community. It is also communicated via refresher training at regular intervals for all Staff, as well as Direct Contact and Regular Volunteers and Direct Contact Contractors.

All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Adult Code of Conduct prior to commencing work at Learning Community.

The Child Safe Adult Code of Conduct forms part of the contract between the Learning Community 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 Adult Code of Conduct on signing the contract or on commencing work at the Learning Community.

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

## 5. Consequences for Breaching the Child Safe Adult Code of Conduct

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach the Child Safe Adult 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 or
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the Learning Community breaches any obligation, duty or responsibility within our Child Safe Adult Code of Conduct, St Michael's will take appropriate action

## 6. Report Any Concerns

Any person, including Staff, Volunteers, Contractors, parents/carers and students, can at any time report a reasonable suspicion about 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 at

<https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>.

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

All Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of the Child Safe Adult 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 Learning Community's policy that all breaches of the Child Safe Adult 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 Adult Code of Conduct must also report their concern internally to a Child Safety Officer.

Our Child Safe Program includes information for the Learning Community Leadership Team, Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors about how to identify key indicators of harm to children and young people and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our Procedures for Responding to and Reporting Child Safety Incidents or Concerns

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the Learning Community, including breaches of the Child Safe Adult Code of Conduct. These include by contacting CARL and/or by reporting internally to the Learning Community via informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations.

**Parents/carers, family members or other community members** who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the Learning Community may be subject to harm from a member of Staff, a Volunteer or a Contractor, can contact CARL and/or:

- the Learning Community's Senior Child Safety Officer **Terri Taylor, by phoning 0417 646 011 or emailing [ttaylor@stmichaels.sa.edu.au](mailto:ttaylor@stmichaels.sa.edu.au)**, or
- if the concern relates to the Principal, the School Board Chairperson.

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

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