



## **Carmel School Staff (Paid and Volunteer) Code of Conduct**

(Jan 2019)

### **The guidelines**

Carmel School has developed practice and behaviour guidelines to help safeguard students from abuse or neglect.

Carmel School's staff code of conduct addresses the major areas where staff interact with the students who take part in all events at Carmel School, or at Carmel School events off campus.

#### **NOTE:**

**Staff are required to report all objectively observable breaches of this Code of Conduct to the Principal or, where the breach observed was committed by the Principal, to the Chair of the school's governing body.**

### **Purpose**

The purpose of this code of conduct is to:

- promote child safety in the Carmel School environment
- set standards for staff behaviour and conduct when interacting with our students
- outline the possible consequences should this code of conduct be breached

### **Adhering to role boundaries**

Staff should not, of their own volition or at the request of a school user, act outside the confines of their duties (as specified in their Job Agreement) when helping to deliver our programs.

School staff must not:

- provide unauthorised transportation, for example, lifts home, to any students in our care
- engage in activities with students outside authorised programs and school events, such as extra play dates or trips
- provide any form of support to a student or their family, unrelated to our school
- seek contact with students or young people outside school.

A staff member may accept an invitation, to attend a private social function of a student **only under the following circumstances:**

- The invitation must be issued by the parent of the student, and
- the parent of the student must be supervising throughout the event.

In circumstances that lie outside 'normal' life cycle events and functions, it is advised that the staff member advise the Head of School regarding their attendance.

If any of our staff become aware of a situation in which a student requires assistance that is beyond the confines of that person's role, or beyond the scope of our organisation's usual role, they should at the earliest opportunity:

- refer the matter to an appropriate support agency or
- refer the student to an appropriate support agency or
- contact the student's parent or guardian or
- seek advice from Carmel School management.

### **Summary of Standards of Conduct**

All persons working or volunteering in the Carmel School environment will, to the best of their ability:

- respect the privacy of children
- protect children from violence, abuse, bullying, torment, ridicule and neglect
- protect children from child abuse
- treat everyone in the School community with respect
- maintain a duty of care towards children
- avoid covert or overt sexual behaviours when interacting with children
- maintain appropriate physical and emotional boundaries in their interactions with children
- not possess or use illegal drugs or alcohol when working with children
- behave as positive role models
- listen and respond to the concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/safety of another child
- promote the culture of safety, participation and empowerment of all children, regardless of age, gender, culture, vulnerability, sexuality, ethnicity or ability
- report immediately to the Child protection authorities. Once you have formed a belief that a child is being sexually abused, you do not need to gain the permission of the Principal to report it.
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) is (are) safe

All persons working or volunteering in the Carmel School environment will not:

- ignore or disregard any suspected or disclosed child abuse
- behave in a discriminatory way towards children
- engage in conduct towards or in the presence of a child that suggests contempt, ridicule or intolerance because of the child's or another person's race, culture, religion, sex or ability

- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate horseplay or sitting on laps)
- engage in prejudicial, oppressive or threatening behaviour towards a child
- express personal views on cultures, race or sexuality in the presence of children
- use offensive, profane, discriminatory or abusive language towards or in the presence of a child
- communicate privately with children outside the context of their professional or volunteer relationship
- share inappropriate, private information with students
- be in the presence of a child in the Carmel School environment when under the influence of alcohol or illegal drugs
- develop any 'special' relationships with children that could be seen as offering favouritism (for example, offering or receiving gifts or special treatment for specific children)
- have any online contact with a child (including by social media, personal email, instant messaging etc) or their family (unless necessary for a legitimate School purpose, eg by providing families with School information or assisting students with their school work)
- take photos or videos of children in the School environment, or publish photos or videos (including online), that are not for authorised School purposes, or taken or published without the authorisation of the child or the child's parents or guardians.