



Child Protection Code of Conduct

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1. Purpose

This Child Protection Code of Conduct outlines the values, commitments and expectations of Coast Christian School ("Coast") in relation to keeping children safe and protected.

2. Scope

This Code applies to all School Community Members and is required to be acknowledged by the following persons (by signing the attached Acknowledgment):

- All paid employees whether employed on a permanent, temporary or casual basis, and
- All persons who have been engaged to work within the School or who have face-to-face contact with Students in any place and on any basis, including persons from Coast Community Church, consultants, Student Teachers on tertiary practicum placements, or adult volunteers (including parents) working with Students in any capacity.

This Code applies to - but is not required to be signed by - those who are not alone with Students at any time (eg an Amazing Me facilitator who is always in the company of teachers).

3. Our Values in relation to Students

At Coast, we seek to create a caring environment where Christian values inspire and affirm the highest standard of ethical conduct in relation to the care, safety and protection of Students entrusted to us.

4. Expectations of School Community Members

All School Community Members:

WILL	Prior to engagement with the School, inform the School if charged with or convicted of an offence relevant to working in child-related employment, or if any reportable allegation has been made.
WILL	Complete and maintain a clear and current Working With Children Check with the Office of the Children's Guardian and inform the School if the Check lapses at any time during engagement.
WILL	Treat everyone with respect and honesty.
WILL	Behave as a positive role model to Students in all interactions.
WILL	Behave in a caring, compassionate manner as a person who takes an interest in the well-being of Students and who sets appropriate boundaries in interactions with Students.
WILL	Act in accordance with a duty to take reasonable care for the safety and welfare of Students.

WILL	When conducting any one-to-one activity with a Student: <ul style="list-style-type: none"> • ensure that another adult is present or within sight at all times; • ensure that the other adult is actively engaged and aware of the action of the School Community Member at all times; and • if the active engagement and awareness of another adult is not possible or practicable, ensure that prior approval for the one-to-one activity has been obtained from the immediate supervisor.
WILL	Record and act on a complaint of abuse, ill-treatment or neglect of a Student by reading the School's Child Protection Policy (see website) which explains what to do next.
WILL	Report to the School any allegations or convictions of Staff Misconduct or Reportable Conduct involving students.
WILL	Report to the School any information or concerns about inappropriate behaviour by any School Community Member that involves a Student.
WILL	Report to the School if any student is at risk of significant harm, or criminal activity.
WILL	Maintain confidentiality appropriately.
WILL	Where the role extends appropriately, be familiar with the School's procedures for providing Students with access to, prescribed or other medication.
WILL	(Where required) Sign an Acknowledgement of commitment to this Code annually

WILL NOT	Develop any 'special' or selective relationships with a Student that could be seen as favoritism such as the offering of gifts or special treatment.
WILL NOT	In the absence of the prior approval from the School Community Member's immediate supervisor, or without the active participation of another adult, engage in one-to-one contact with a Student such as: <ul style="list-style-type: none"> ▪ doing things of a personal nature that Students can do for themselves, such as going to the toilet or changing clothes ▪ accompanying a Student alone in a vehicle ▪ visiting a student's home in circumstances where the Student is alone ▪ tutoring a student, and/or ▪ disciplining or counselling a Student.
WILL NOT	Engage in conduct that could be construed as grooming behaviour of a student or their close family or friends.
WILL NOT	Engage in inappropriate physical contact/force with a Student including physical/corporal punishment of a Student.
WILL NOT	Act in ways which may cause a Student to reasonably fear that unjustified force will be used against them, even if this is not their intention.
WILL NOT	Swear, blaspheme or use inappropriate or disparaging language in the presence of, towards or about any Student or any School Community Member
WILL NOT	Behave in a manner which may cause psychological harm to a Student.
WILL NOT	Correct or discipline a Student in excess of what is reasonable or appropriate for the situation.
WILL NOT	Consume or have in their possession alcohol, drugs, tobacco or any prohibited substances on the grounds of the school or at any place where activities of the School are being conducted; or allow Students to consume or have in their possession alcohol, drugs, tobacco or any prohibited substances at any place and in any circumstances where they are engaged in the activities of the School.
WILL NOT	Neglect any Student or allow any Students to place themselves at risk when in the care of the School Community Member, or fail to exercise reasonable care for the safety and wellbeing of any Student in any situation where there is a reasonable expectation that they should do so.

WILL NOT	Engage in communication with any Student by any means or by any device, in any manner that contravenes the School’s policies and procedures relating to electronic information, communication technology and social media.
WILL NOT	Engage in crossing professional boundaries through behaviour that can reasonably be construed as involving an inappropriate and/or overly personal or intimate relationship with, conduct towards, or focus on a Student or a group of Students.
WILL NOT	Otherwise abuse, neglect, ill-treat or exploit Students or other children.

5. Acknowledgment of Receipt

Prior to commencement of employment or engagement with Coast, all persons required to sign an Acknowledgment under this Code are required to read this Code of Conduct and sign an Acknowledgement in the form attached.

ACKNOWLEDGEMENT BY SCHOOL COMMUNITY MEMBER

I, _____ [insert Full Name] being employed or engaged by the School in the following role _____ [insert position] hereby ACKNOWLEDGE:

- That I have received the above Child Protection Code of Conduct.
- That I agree to abide by the Child Protection Code of Conduct.
- That I am aware that the Child Protection Policy is posted on the School’s website.
- I understand that I will be required to sign this Acknowledgment afresh annually to ensure I am reminded of its contents and to be informed of any amendments made from time to time.

..... Signature Date
..... Date of Birth WWCC no.