



The Coast Christian School

a ministry of Coast Community Church

2017

## CHILD PROTECTION: CODE OF CONDUCT

*For employees and volunteers of Coast Christian School*

Document No:	20172702
Publication Date:	27 February 2017
Replaces Document & No:	20160123
Contact:	Alison Graeve
Review Date:	Annual cycle: July 2018
Status:	<b>Active</b>

# Child Protection Code of Conduct for employees and volunteers of Coast Christian School

## 1. Introduction and purpose

This Child Protection Code of Conduct outlines the School's values, commitments and expectations in relation to child protection matters, and reflects its commitments to:

<b>PROVIDE</b>	An open, welcoming and safe environment for everyone participating in the School's education programs, pastoral services and related programs.
<b>PROVIDE</b>	High quality education, pastoral services and related programs for students and their families that are safe and welcoming for them and set in a Christian context.
<b>SEEK</b>	Input and guidance from students, parents, employees and others who make up the School community, so these standards are maintained.
<b>REQUIRE</b>	All School Community Members to demonstrate a commitment to the highest standards of ethics, professional behaviour and Christian standards in dealings with children and young people.
<b>REQUIRE</b>	All School Community Members to share a common responsibility to maintain the School's reputation for integrity in relation to child protection matters.

## 2. Scope

This Child Protection Code of Conduct applies to all School Community Members. In this Code of Conduct:

(a) **Student** or **Students** refers to:

- (i) a **Child** or **Children** which is defined in this Code as being a person under the age of 16 years
- (ii) a **Young Person** or **Persons** which is defined in this Code as a person between the ages of 16 and 18 years, and
- (iii) any other Student of the School over the age of 18 years.

(b) **School Community Members** refers to:

- (i) All paid employees whether employed on a permanent, temporary or casual basis, and
- (i) All persons who have been engaged to work within the School or who have face to face contact with Students of the School in any place and on any basis, including persons holding a church ministry licence or church-appointed position, consultants, students on tertiary practicum placements, or adult volunteers working with students in any capacity.

## 3. Mission and values in relation to Students

The School seeks to create a caring environment where Christian values inspire and affirm the highest standard of ethical conduct in relation to the care, support, and welfare of Students entrusted to it.

## 4. Code of Conduct

All School Community Members must keep to the Child Protection Code of Conduct.

## Child Protection Code of Conduct for employees and volunteers of Coast Christian School

### 5. Expectations of School Community Members

All School Community Members:

<b>WILL</b>	Treat everyone with respect and honesty.
<b>WILL</b>	Behave as a positive role model to Students in all interactions with them.
<b>WILL</b>	Follow CCS Policy and procedures for the safety of Students as outlined in the CCS Child Protection Policy and related materials.
<b>WILL</b>	When conducting any one-to-one activity with a Student: <ul style="list-style-type: none"> <li>• ensure that another adult is present or within sight at all times during one-to-one activity;</li> <li>• ensure that this adult is actively engaged and aware of the action of the School Community Member at all times during the one-to-one activity; and</li> <li>• 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 School Community Member's immediate supervisor.</li> </ul>
<b>WILL</b>	Record and act on a complaint of abuse, ill-treatment or neglect of a Student.
<b>WILL</b>	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 their interaction with Students.
<b>WILL</b>	Respect the duty to take reasonable care for the safety and welfare of Students.
<b>WILL</b>	Complete and maintain a current Working With Children Check with the Office of the Children's Guardian.
<b>WILL</b>	Inform the School if they are charged with or convicted of an offence relevant to working in child-related employment, or if they have had any reportable allegation made against them.
<b>WILL</b>	Report to the School any allegations or convictions of Reportable Conduct involving any School Community Member.
<b>WILL</b>	Report to the School any information or concerns about inappropriate behaviour by any School Community Member that involves a Student.
<b>WILL</b>	Fulfil their legal obligation to report risk of significant harm, or to report possible criminal activity, in accordance with local procedures.
<b>WILL</b>	Maintain the confidentiality of all parties concerned.
<b>WILL</b>	As far as their role and relationship with Students requires and is appropriate, be familiar with the School's procedures for providing Students with or allowing Students to have access to, prescribed or other medication; and will not allow Students to have access to medications that are not prescribed or recommended for them.

<b>WILL NOT</b>	Develop any 'special' or selective relationships with a Student that could be seen as favouritism such as the offering of gifts or special treatment.
<b>WILL NOT</b>	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"> <li>▪ doing things of a personal nature that Students can do for themselves, such as going to the toilet or changing clothes</li> <li>▪ accompanying a Student alone in a vehicle</li> <li>▪ visiting a student's home in circumstances where the Student is alone</li> <li>▪ tutoring a student, and/or</li> <li>▪ disciplining or counselling a Student.</li> </ul>
<b>WILL NOT</b>	Engage in conduct that could be construed as grooming behaviour of a student or their close family or friends.
<b>WILL NOT</b>	Engage in inappropriate physical contact/force with a Student including physical/corporal punishment of a Student.
<b>WILL NOT</b>	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.

## Child Protection Code of Conduct for employees and volunteers of Coast Christian School

<b>WILL NOT</b>	Swear, blaspheme or use inappropriate or disparaging language in the presence of, towards or about any Student or any School Community Member
<b>WILL NOT</b>	Behave in a manner which may cause psychological harm to a Student.
<b>WILL NOT</b>	Correct or discipline a Student in excess of what is reasonable or appropriate for the situation.
<b>WILL NOT</b>	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.
<b>WILL NOT</b>	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.
<b>WILL NOT</b>	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.
<b>WILL NOT</b>	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.
<b>WILL NOT</b>	Otherwise abuse, neglect, ill-treat or exploit students or other children.

### 6. Further information

Further reference should be made to the School's Child Protection Policy.

Further information about this Code can be sought from the School's Child Protection Contact Person.

### 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 and the School's Child Protection Policy.
- That I have read the Child Protection Code of Conduct and Child Protection Policy and am obliged to comply with the Code and Policy, including any amendments made by the School from time to time.
- That I am aware that a current copy of the Child Protection Code of Conduct and Child Protection Policy is posted on the School's website.

..... <b>Signature</b>	..... <b>Date</b>
---------------------------	----------------------

NB This signed and completed form must be returned to the School Principal within 7 days of commencement of employment or engagement with the School. Failure to do so will not affect the applicability of this Child Protection Code of Conduct or any of its provisions to you.