



Emmanuel College is a school, which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Central to the mission of Emmanuel College is an explicit commitment to providing a safe and supportive environment where the emotional, social, intellectual, spiritual and physical wellbeing of our students is a priority.

All students enrolled at Emmanuel College have the right to feel safe and be safe. The wellbeing of students in our care will be our priority always, and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where students are free to enjoy life to the full without any concern for their safety.

Purpose

This Code of Conduct has a specific focus on promoting student safety and wellbeing in the College environment and safeguarding students and young people at the College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and occupational codes.

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy at the College are expected to contribute actively to the College culture by respecting the dignity of its members, affirming the gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of students, as noted below. All School Advisory Council members, the Principal and all other staff, volunteers, contractors and clergy must sign and abide by this Code of Conduct.

Acceptable behaviours

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors and clergy at the College are responsible for supporting the safety of the students by:

- adhering to the College's child-safe policy and upholding the College's statement of commitment to student safety, at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the College community with respect
- taking into account the needs of all children and students
- listening and responding to the views and concerns of students – particularly if they are telling you that they or another student has been abused or that they are worried about their safety/the safety of another student
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students (for example, by never questioning an Aboriginal or Torres Strait Islander student's self-identification)

- promoting the cultural safety, participation and empowerment of students with culturally and linguistically diverse backgrounds (for example, by having a zero-tolerance for discrimination)
- promoting the safety, participation and empowerment of students with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a student
- reporting any allegations of student abuse to the College's Child Officers: Director of Students, Deputy Principal Students or Principal.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.)
- understanding and complying with all obligations as they relate to the reportable conduct scheme, including reporting allegations of reportable conduct in accordance with the College's reportable conduct policy
- reporting any student safety concerns to the College's student officers: Director of Students, Deputy Principal Students or Principal.
- ensuring as quickly as possible that the student is safe if an allegation of child abuse is made
- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher
- ensuring they comply with any and all applicable professional or occupational codes of conduct.

Unacceptable behaviours

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors and clergy at Emmaus College must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any special relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific student)
- exhibit behaviours with students, which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put students at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with students or do things of a personal nature that a student can do for themselves (for example, toileting or changing clothes)
- engage in open discussions of a mature or adult nature in the presence of students (for example, personal social activities)
- use inappropriate language in the presence of students
- express personal views on cultures, race or sexuality in the presence of students
- discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- work with students while under the influence of alcohol or illegal drugs
- have contact with a student or their family outside the College without the College Principal's knowledge and/or consent or the College's governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a student (including by social media, email, instant messaging) or their family unless necessary (for example, providing families with eNewsletters or assisting

students with their schoolwork)

- use any personal communication channels/devices such as a personal email account, social media account, online messaging tools, etc
- exchange personal contact details such as phone numbers, social networking sites or email addresses
- photograph or film a student without the consent of the parents, guardians or carers
- consume alcohol or drugs at the College or at College events in the presence of students.

Teachers

Teachers are required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the VIT. These principles include:

- knowing their students well, respecting their individual differences and catering for their individual abilities
- working to create an environment which promotes mutual respect
- modelling and engaging in respectful and impartial language
- protecting students from intimidation, embarrassment, humiliation and harm
- respecting a student's privacy in sensitive matters
- interacting with students without displaying bias or preference
- not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students.

Psychologists and College counsellors

In their dealings with students, psychologists and College counsellors should consider their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- the Australian Health Practitioner Regulation Agency
- the Australian Counselling Association
- Speech Pathology Australia.

Sports and recreation

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist students to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language
- coaching students to be 'good sports'
- explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

Breaches of this code

Where a member of staff is suspected of breaching this Code of Conduct, Emmaus College may start the process under clause 13 of the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA 2018) for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact the MACS Regional General Manager.

Where any other member of the College community, including volunteers and contractors, is suspected of breaching this code, the College is to take appropriate action, including (if applicable) in accordance with the *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools* policy.

In appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT.

I, _____, confirm I have been provided with a copy of the above Code of Conduct and will abide by it.

Signed: _____ Date: _____

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving authority	MACS Executive Director
Assigned board committee	Child Safety and Risk Management Board Committee
Approval date	14 September 2022
Risk Rating	High
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned Framework	Child Safety
Related documents	Child Safety and Wellbeing Policy PROTECT: Identifying and Responding to Abuse – Reporting Obligations Policy Reportable Conduct Policy
Superseded documents	Child Safety Code of Conduct – v2.0 – 2022 Child Safety Code of Conduct – v1.0 – 2021
New policy	