

 <b>Plenty Valley</b> CHRISTIAN COLLEGE In Christ: Wisdom & Knowledge		<h2>Child Safe Code of Conduct</h2>	
<b>Document Classification:</b>		Code of Conduct	
<b>Version:</b>	1.8	<b>Date:</b>	28 April 2020

Plenty Valley is a Christian College. As such we seek to maintain Biblical values and actions that set us apart in an exemplary manner when it comes to human relationships.

All staff, volunteers and board members of PVCC are required to observe child safe intentions, principles and expectations for appropriate behaviour towards and in the company of children as noted here.

The nominated College Child Safety Officer is the College Counsellor. In their absence, the authority is delegated to a relevant member of the College Executive (Heads of Sub-School, Deputy Principal or Principal).

**All personnel of PVCC are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- Adhering to PVCC Child Safe Policy and Statement of Commitment at all times.
- Taking all reasonable steps to protect children from abuse or exposure to any known potential abuse.
- Treating everyone with respect.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds and by having a zero tolerance of unlawful discrimination, taking into account the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable and make reasonable efforts to accommodate the matters with reference to the principle of inclusion.
- Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities).
- Ensuring as far as practicable that adults are not inappropriately left alone with a child. Where possible adults need to be visible to others and/or have more than one child present or another adult.
- Reporting any allegations of child abuse or child safety concerns to PVCC Child Safety Officer and to the Principal. (See: Child Safe Policy and Statement of Commitment, Policy on Mandatory Reporting of Child Abuse)
- Ensuring any allegation or concerns are reported to the police and/or child protection. (See: Child Safe Policy and Statement of Commitment, Policy on Mandatory Reporting of Child Abuse)
- If an allegation of child abuse is made, ensure as quickly as possible that the child is safe and not placed in a position of further potential abuse.

- Encouraging children to ‘have a say’ and participate in all relevant organisational activities where possible, especially on issues that are important to them.
- Ensure that you meet any other requirements relating to Child Safety e.g. VIT, sporting or church

**Staff and volunteers must not:**

- Develop any ‘special’ or ‘grooming’ relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children that are not offered to all children in the class or group).
- Exhibit behaviours with children which may be construed as unnecessarily physical or possibly sexual. Sexual misconduct includes grooming behaviours such as “accidental” touching, undressing in the presence of a student or inappropriate sitting on laps for reading or other activities.
- Put children at risk of abuse, for example by locking doors, failing to conduct appropriate checks on visitors or program providers.
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Undress, change clothes or use a toilet in the presence of children.
- Engage in open discussions of a gratuitous nature in the presence of children (for example, personal social activities).
- Attempt to sexualise a relationship with a student or be involved in a flirtatious relationship with a student.
- Accept any advances of a sexual nature from a student. Should such a situation arise it must be reported to the Principal or Principal’s delegate.
- Promote or condone conversations with students about sexual feelings, behaviours, pornographic material or use inappropriate, sexual or explicit language in the presence of children, unless it is in the context of approved curriculum (e.g. VCE English or History, Christian Education, Health etc.), or counselling sessions carried out by approved counsellors.
- Arrange or accept a social or sexual date with a student.
- Unlawfully discriminate against any child (i.e. gender, culture, race, ethnicity or disability).
- Have contact with a child or their family outside of the College facilities or programs without the College child safety officer’s knowledge, unless it is shown that:
  - there was an established and appropriate and publicly known relationship independent to the professional relationship at the college or they are family members.
  - this relationship does not contravene the intent, principles and expectations for appropriate behaviour with children as outlined in this code.
- Will not accept or request friend requests from families and/or students who attend the college on social media unless it can be shown that:
  - there was an established and appropriate and publicly known relationship independent to the professional relationship at the college or they are family members
  - this relationship does not contravene the intent, principles and expectations for appropriate behaviour with children as outlined in this code.
- Ignore or disregard any suspected or disclosed child abuse.

- Keep a contact register or personal details of students or school families on personally owned mobile devices unless it can be shown that:
  - there was an established and appropriate and publicly known relationship independent to the professional relationship at the college or they are family members.
  - this relationship does not contravene the intent, principles and expectations for appropriate behaviour with children as outlined in this code.
- Contact students outside of school without parental consent, unless it can be shown that contact is for College business or educational purposes.
- Retain photographic images or videos of student’s on personal devices unless it can be shown that:
  - there was an established and appropriate and publicly known relationship independent to the professional relationship at the college or they are family members.
  - this relationship does not contravene the intent, principles and expectations for appropriate behaviour with children as outlined in this code.
  - such images have not been used or published or forwarded in contravention of the intent, principles and expectations for appropriate behaviour with children as outlined in this code.

Images or videos of students may be kept on school provided or managed devices for educational or marketing purposes.

**By observing these standards you acknowledge your responsibility to report in a timely manner any breach of this code to PVCC Child Safety Officer and College Principal.**

**If you believe a child is at immediate risk of abuse phone 000.**

I agree to adhere to this Code of Conduct:

Name: .....

Signature: .....

Date: .....

**DOCUMENT HISTORY & VERSION CONTROL RECORD**

**Name of Document:** Child Safe Code of Conduct  
**Responsible Officer:** Principal  
**Approved by:** Principal  
**Assigned review period:** Annually  
**Date of next review:** April 2021  
**Category:** Community

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1.0	27/07/2016	Principal	Initial issue as a controlled document
1.1	29/08/2016	Principal	Minor updates
1.2	03/10/2016	Principal	Minor updates
1.3	03/11/2016	Principal	Minor updates
1.4	05/09/2018	Principal	Minor Updates
1.5	05/12/2019	Principal	Minor changes, Reviewed and Signed
1.6	04/04/2019	Principal	Changes to wording, Approved and Signed
1.7	23/04/2019	Principal	Changes to wording, Approved and Signed
1.8	28/04/2020	Principal	Updated references

Approved By:

Date:



28/04/2020

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Mr John Metcalfe  
Principal