

# SHOLEM ALEICHEM COLLEGE

## Child Protection and Safety Program

### 3. Codes of Conduct

All children and young people who come to Sholem Aleichem College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

#### The Policies and Procedures in this Section

To meet these commitments, the College has developed the following Codes of Conduct and guidelines:

- 3.1 Child Protection Code of Conduct
- 3.2 Staff and Student Professional Boundaries
- 3.3 Student Child Safety and Protection Code of Conduct
- 3.4 Child protection, conduct and behavioural standards agreement.

Together, we refer to these as the Child Safety and Protection Codes of Conduct.

#### Source of Obligation

- Victorian Child Safe Standards
- Ministerial Order 1359
- National Principles for Child Safe Organisations

#### Approvals and Reviews of the Child Safety and Protection Codes of Conduct

As required by Ministerial Order 1359, all of the Child Safety and Protection Codes of Conduct have been approved by College Council.

They are regularly reviewed in accordance with the Policy Review Schedule.

All changes to the Child Safety and Protection Codes of Conduct that result from a review are approved by College Council.

Policy administration information, including a record of the initial approval of the relevant Child Safety and Protection Code of Conduct, the date of the next scheduled review and the dates of all other reviews and approvals, is set out in the Policy Review Schedule.

#### 3.1 Child Protection Code of Conduct

The Child Protection Code of Conduct outlines appropriate standards of behaviour for all adults in the College environment towards students. It serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

**It is the College's policy that any breach of the Child Protection Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.**

For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns (4)

The Child Protection Code of Conduct is reviewed annually. College Council has approved the Child Protection Code of Conduct.

The Child Protection Code of Conduct is published on our College Community App, the College website, Online platform and hard copies are available at Reception.

### **3.1.1 Scope**

The Child Protection Code of Conduct applies to adults in the College community including:

- the School Council
- the Principal and the Leadership Team
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors
- External Education Providers
- teaching students on placement at the College
- parents/carers and other adult family members of students
- Visitors.

Together referred to as “the College Community” for the purposes of the Child Protection Code of Conduct.

The Child Protection Code of Conduct applies in all College environments. College environments include the following physical, virtual and online places used during or outside school hours:

- a campus of the College
- online or virtual College environments made available or authorised by College Council (or the Principal on its behalf) for use by a student (including email, intranet systems, software applications, collaboration tools and online services)
- other locations provided by the College or through a third-party provider for a student to use, including but not limited to:
  - camps
  - sporting events, excursions, competitions and other events.

Certain staff members, Volunteers and Contractors at the College may have other professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must be complied with. In the event that the staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Protection Code of Conduct in a particular matter, the relevant staff member, Volunteer or Contractor must seek advice from their professional or occupational regulatory body and/or a Child Safety Officer, and must advise the Principal of their proposed course of action.

### **3.1.2 The Child Protection Code of Conduct**

Each member of the College Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

#### Do:

- Uphold and act in accordance with Sholem Aleichem College's Child Protection Policy at all times.
- Comply with applicable guidelines published by the College with respect to child safety, such as the Staff and Student Professional Boundaries policy.
- Behave as a positive role model to students.

- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with disability.
- Promote the cultural safety, participation and empowerment of linguistically and/or culturally diverse students and Aboriginal and Torres Strait Islander students.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate, and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Protection Code of Conduct.
- Report concerns about child safety to one of the College's Child Safety Officers and ensure that your legal obligations to report child abuse or other harm externally are met.
- Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

#### Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.

- Post identifying information about a student online unless it is necessary for the College's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's: full name; age; e-mail address; telephone number; residence; school; or details of a club or group that they may attend.
- Ignore or disregard any suspected or disclosed child abuse or other harm.

### **3.1.3 Agreement to the Child Protection Code of Conduct**

A copy of the Child Protection Code of Conduct is provided to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the College. It is also communicated via refresher training at regular intervals for all Staff.

All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Protection Code of Conduct prior to commencing work at College.

The Child Protection Code of Conduct forms part of the contract between the College and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Protection Code of Conduct on signing the contract or on commencing work at the College.

A copy of the Child Protection Code of Conduct is provided to parents/carers via the College app, the College website, Online platform and hard copies are available at Reception.

### **3.1.4 Consequences for Breaching the Child Protection Code of Conduct**

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the College Community breaches any obligation, duty or responsibility within our Child Protection Code of Conduct, Sholem Aleichem College will take appropriate action.

### **3.1.5 Report Any Concerns**

It is the College's policy that any breach of the Child Protection Code of Conduct is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally.

Staff who, in good faith, make an internal report alleging a breach of the Child Protection Code of Conduct will be protected from victimisation or other adverse consequences.

Our Child Protection and Safety Program includes information for the Leadership Team, Staff, Volunteers and Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns (4).

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College, including breaches of the Child Protection Code of Conduct. These include informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations. For more information, refer to Child Safety and Protection Complaints Management (7).

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the College may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

the College's Senior Child Safety Officer / Assistant Principal, Con Roubos, by phoning 85273000 or emailing [croubos@sholem.vic.edu.au](mailto:croubos@sholem.vic.edu.au) or the Principal

If the concern relates to the Principal, the President of College Council.

Communications will be treated confidentially on a 'need to know basis'.

**Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.**

### **3.2 Staff and Student Professional Boundaries**

This section applies to all Staff, including the Principal and the Leadership Team, Council member, teaching and non-teaching Staff, Volunteers, Contractors and External Education Providers (together, known as "Staff" for the purposes of this section only).

Sholem Aleichem College Staff hold a unique position of influence, authority, trust and power in relation to students at the College. As such, it is their duty, at all times, to maintain professional boundaries with students.

A breach of Staff and Student Professional Boundaries may in some circumstances be a criminal offence. The Crimes Act 1958 (Vic) includes certain offences for persons, including teachers, Direct Contact Volunteers and Direct Contact Contractors, whose position places them in a position of care, supervision or authority, with a student. For more information, refer to Offences Under the Crimes Act 1958 (Vic).

Teachers registered with the Victorian Institute of Teaching (VIT) must also comply with principles set out in The Victorian Teaching Profession's Code of Conduct (VIT Code of Conduct).

The following policy and guidelines are designed to raise awareness of situations where professional boundary violations may occur and some strategies to minimise the risk of boundary violations. The practice of protective behaviours at all times will also reduce the possibility of vexatious claims being brought against Staff.

#### **3.2.1 Sholem Aleichem College's Staff and Student Professional Boundaries Policy**

Sholem Aleichem College is committed to providing a safe physical, virtual and emotional environment where all of our students are respected and treated with dignity in an appropriate professional and caring manner, the risk of child abuse is minimised and a safe and supportive child safe environment is maintained.

It is our policy that:

- Staff exercise their responsibilities in a way that recognises professional boundaries with regard to their relationships with students at all times
- Staff identify, discourage and reject any advances of a sexual nature initiated by a student

- Staff interaction with students is professional at all times, including inside and outside of school hours
- conflict of interest issues must be reported to the Principal, or Assistant Principal as soon as practicable
- equal learning opportunities are given to each student without discrimination
- appropriate consequences will be applied to Staff who breach professional boundaries.

It is the College's policy that any breach of Staff and Student Professional Boundaries is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority. For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns (4).

### **3.2.2 What are Professional Boundaries?**

Professional boundaries are parameters that describe the limits of a relationship in circumstances where one person (a student) entrusts their welfare and safety to another person (a staff member), in circumstances where a power imbalance exists.

The fact that Staff are in a unique position of trust, care, authority and influence with students means that there is always an inherent power imbalance that exists between them. It also means that professional boundaries must be established, maintained and respected at all times.

In most cases this power imbalance is clear, however, sometimes it may be more difficult to recognise especially for younger Staff who may only be a few years older than their students.

The following guidelines are not exhaustive, and given that sometimes 'grey areas' may occur, it is expected that all Staff (no matter their age or experience) use their own good judgment, think very carefully about the implications and potential consequences of engaging in certain behaviours with students, and always err on the side of caution.

When unsure about whether professional boundaries are being, or have been, breached, ask yourself:

- Would I modify my behaviour if a colleague was present?
- How would I feel about explaining my actions at a staff meeting, to the Principal, or to parents/carers?
- Am I sharing information for the student's benefit, or for my benefit?
- Am I dealing with this student differently from others in similar circumstances?
- Is my language or demeanour different from normal when dealing with this particular student?

### **3.2.3 Intimate Relationships**

Staff must not initiate or develop a relationship with any student that has, or can be misinterpreted as having, a romantic or sexual, rather than professional, basis. This is regardless of whether the relationship is consensual, non-consensual, or condoned by parents/carers.

Such relationships have a negative impact on the teaching and learning of students and colleagues and may carry a serious reputational risk for the staff member and, in turn, the College.

The professional relationship of Staff and students may be breached by:

- flirtatious behaviour or dating
- development of an intimate personal relationship
- sexual relations
- the use of sexual innuendo, inappropriate language and/or material with students
- unwarranted and inappropriate touching

- unwarranted and inappropriate filming or photography
- deliberate exposure to sexual behaviour of others (e.g. pornography)
- having intimate contact without a valid context via written or electronic means (e.g. email, letters, telephone, text messages, social media sites or chatrooms)
- going out, whether alone or in company, to social events such as the movies or dinner
- exchanging gifts of a personal nature that encourages the formation of an intimate relationship.

### **3.2.4 Relationships with Former Students**

The imbalance of power and authority that exists in the Staff/student relationship does not end after the student finishes their schooling. Staff should not assume that they will be protected from disciplinary action by claiming that a relationship began only after the student left the College as there may be a reasonable belief that the emotional intimacy of the relationship developed while the Staff/student relationship existed.

The College will investigate any complaint that a staff member has abused their position and acted unprofessionally by engaging in a relationship with a former student. In considering whether there has been a breach of professional boundaries, the College may take the following factors into account:

- the nature of the relationship, including its closeness, dependence and significance
- the length of the relationship while the former student was attending the College
- any conduct the staff member undertook which gives cause for concern
- the length of time that has passed between when the person was a student at the College and the commencement of the relationship.

By ensuring that their relationships with Sholem Aleichem College students do not breach Staff and Student Professional Boundaries, a staff member who subsequently forms a relationship with a former student will be less likely to be considered to have breached professional boundaries in relation to that former student, provided that the former student is at least 18 years old and at least two years have passed between the time when the former student concluded their senior secondary schooling and the commencement of the relationship.

### **3.2.5 Personal Relationships**

Staff must not initiate or develop a relationship with any student that is or can be perceived or misinterpreted as having a personal rather than professional element. This is regardless of whether the relationship is consensual, non-consensual, or condoned by parents or carers.

It is the student's perception of staff behaviour and not the intention of the staff member that is important.

An established and expected professional relationship between Staff and students may be compromised by Staff:

- attending parties or socialising with students outside of organised College events (without parental/carer permission)
- sharing personal details about their private lives with students
- meeting with students outside of school hours without permission from the College.

Staff must recognise at all times that their role is not to be a “friend” or “parent” to a student.

### **3.2.6 Fair Learning Opportunities**

The focus of teaching is effective student learning and as such teachers are expected to support their students with their professional expertise so as to offer them the best education in their

individual circumstances. The quality of teaching and learning between teachers and students characterises their relationship.

Teachers should demonstrate their commitment to student learning by:

- maintaining a safe and challenging learning environment that promotes mutual respect
- recognising and developing each student's abilities, skills, and talents by catering to their individual abilities and respecting their individual differences
- encouraging students to develop and reflect on their own values
- interacting with students without bias
- not engaging in preferential treatment
- not discriminating against any student on the basis of race, sex, sexuality, disability or religious or political conviction
- always making decisions in students' best interests.

### **3.2.7 Electronic Communications between Staff and Students**

It is expected that all Staff at the College will adhere to the following guidelines:

- all use of technology should be for educational purposes or for the organisation of co-curricular activities
- all email communication between Staff and students should be via the College email system and College's online platform and reflect a professional Staff/student relationship
- Staff should not communicate with students via text message where it is not in a professional context
- Staff should not give out their personal telephone numbers or social media contact details
- Staff are not to accept or request students as 'friends' on social media or otherwise use social media to communicate in any way that is not condoned or approved by the College
- Staff should not exchange personal pictures with a student
- any student personal contact numbers or other personal contact details made available to the College should only be used for College communications.

### **3.2.8 Physical Contact with Students**

All Staff should be aware that situations may arise that can be perceived in a manner that was not intended. For this reason, all Staff at the College should adhere to the following guidelines for contact with students both in and outside of College grounds:

- Staff should avoid unnecessary physical contact with students
- minimal, non-lingering, non-gratuitous physical contact in the context of the situation is acceptable (e.g. congratulatory pat on the back or handshake)
- contact for sport, drama, concert and dance instruction is acceptable in a class situation but not in a 1:1 situation. If physical contact is required for specific technical instructions, it must be brief and only with the consent of the student. Note that a student may withdraw consent for this contact either verbally or gesturally and Staff must remain vigilant while engaging in necessary contact situations. Once consent has been withdrawn no further contact can be or should be made.

### **3.2.9 Off-Campus Excursions and Camps**

During off-campus excursions or camps, the same physical contact guidelines apply as well as the following:

- checking of sleeping arrangements, or supervising of students changing should be done, where possible, with another staff member present and always in a manner that respects students' privacy and personal space
- always knock and advise of presence prior to entering a bedroom or dormitory
- ensure that while in a bedroom or dormitory a strict Staff/student relationship is upheld and that inappropriate behaviour, such as sitting on a student's bed, is not undertaken.

### **3.2.10 Managing Conflicts of Interest**

Where personal relationships with students such as family relationships and close friendship networks exist, questions of conflicts of interest may arise.

This may be more prevalent in our community where professional boundaries may be tested due to the nature and size of the community. In these circumstances, Staff need to be far more diligent in developing and maintaining these boundaries.

Where a staff member feels that a conflict of interest may exist, they should notify the Principal, or the Council President if the conflict involves the Principal, and arrangements should be implemented to avoid the conflict situation if possible. For example, the teaching of students by a staff member with a conflict should be avoided.

Any significant decisions relating to these students in the College (such as the appointment of classes or selection in sports teams) should be referred to another staff member and endorsed by a Head of Department.

### **3.2.11 Declarations of Staff/Student Interactions**

To enable the College to be aware of appropriate and inappropriate interactions between Staff and students, it is Sholem Aleichem College's policy that all Staff are encouraged to declare any interactions with students outside the College context. These interactions may include situations where the staff member is:

- related to the student
- friends with the student's parents or family
- given parental consent to interact with the student for academic purposes outside of school hours and the parent/carer has notified the College.

Declarations by Staff about a relationship with students and their families outside of the College context or about interactions that occur with the consent of the parent/carer must be verified by the parent/carer of the student to the Principal.

### **3.2.12 Staff Responsibilities**

All Staff must:

- follow the guidelines as set out in this Policy
- immediately report any conflicts of interest
- remove themselves from decision-making where a conflict has been identified.

### **3.2.13 Consequences for Breaching the Staff and Student Professional Boundaries Policy**

Where a staff member breaches this Policy, Sholem Aleichem College may take disciplinary action that may include (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision

- the restriction of duties
- suspension or
- in the case of serious breaches, termination of employment, contract or engagement.

### **3.2.14 Implementation**

These guidelines are implemented through a combination of:

- staff training and development in professional conduct
- student and parent/carer education and information
- effective management of teachers engaging in inappropriate relationships with students
- effective management of conflicts of interest
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary

### **3.2.15 Report Any Concerns**

It is the College's policy that any breach of this Professional Boundaries Policy is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of professional boundaries must report their concern internally and, if required, also externally.

Our Child Protection and Safety Program includes information for Staff, Volunteers and Contractors as to how to identify key indicators of child abuse or other harm and how to report child safety concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns (4).

Students are provided with information about and encouraged to use multiple pathways to raise child safety concerns about or at the College, including breaches of the Staff and Student Professional Boundaries. These include informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations. For more information, refer to Child Safety and Protection Complaints Management (7).

Parents/carers, family members or other community members who witness or suspect that there has been a breach of Professional Boundaries, or have concerns that a child or young person associated with the College may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact the College's Senior Child Safety Officer / Assistant Principal, Con Roubos, by phoning 85273000 or emailing [croubos@sholem.vic.edu.au](mailto:croubos@sholem.vic.edu.au) or the Principal, or if the concern relates to the Principal, to the Council President.

You can also raise a concern through the College's Complaints and Grievance Policy.

Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.

## **3.3 Student Child Safety and Protection Code of Conduct**

At Sholem Aleichem College we recognise that effective learning can only occur in a secure environment where the dignity, rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.

The Student Child Safety and Protection Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to abide by. The College uses a variety of strategies to consult with students when considering the Student Child Safety and Protection Code of Conduct. These may include surveys, discussion groups, consultation with the student representative body or other means. For more information, refer to Participation and Empowerment of Students (6).

College Council has approved the College's Student Child Safety and Protection Code of Conduct.

### **3.3.1 Source of Obligation**

Standard 3 of the Victorian Child Safe Standards and Principle 2 of the National Principles for Child Safe Organisations require the College to ensure that children and young people are made aware of their rights, including their right to be safe from harm and that they are provided with age-appropriate information about safe and respectful peer relationships.

To implement these requirements, Ministerial Order 1359 requires College Council to develop documentation that details the strategies and actions that the College will take to, among other things, inform children and students about all of their rights, including to safety, and to recognise the importance of friendships and encourage support from peers. Our Student Child Safety and Protection Code of Conduct is one of these strategies.

### **3.3.2 Responsibilities**

Managing the Student Child Safety and Protection Code of Conduct is a shared responsibility between students, parents/carers and the College. All students and families have ready access to support offered by teachers, Staff and College Child Safety Officers.

### **3.3.3 Sholem Aleichem College's Values**

All students are expected to adhere to the College's Values for A Lifetime. The values represent the expectations for behaviour and wellbeing of all students. The 10 values are:

1. We value Jewish identity

We nurture a passionate, personal sense of Jewish identity.

2. We value being a part of the Jewish Community

THE PAST – We instill a personal connection with our history, heritage and traditions.

THE PRESENT – We foster a proud sense of identification with all Jewish people as an extension of ourselves and our families.

THE FUTURE – We develop a devoted commitment to building the future of the Jewish people.

3. We value improving our world

We have a responsibility to leave the world a better place than the one we inherited in terms of social justice, the environment and inter-personal relations. This includes acts of loving kindness, giving charity and showing compassion for others.

4. We value respect and tolerance

We demand of ourselves respect for others, tolerance of differences and forgiveness of failings. We encourage others to show the same tolerance for us.

5. We value lifelong learning

We are a community that encourages the joys of lifelong learning in a fun and supportive environment. We value putting learning into action.

6. We value the seeking of excellence

We expect we will never be satisfied with less than our best; and that by word and deed, we will support and encourage all to strive to achieve their best as well. We value responsibility, leadership, standing up for what we believe in and being accountable for our behaviour.

#### 7. We value resilience

We nurture the capacity to be able to cope with everyday problems; being assertive rather than aggressive and cultivate the ability to “bounce back” after experiencing hurt, difficulty, disappointment, or significant change.

#### 8. We value cooperation

We develop the skills to work harmoniously with others; to give and receive ideas; to understand that together we can make a difference; to nurture a sense of common achievement; and to work for the common good.

#### 9. We value happiness and security

We champion the right of all people to expect to live in happiness and security with freedom, justice, equality of rights and a fair go for all. We value celebration of our festivals; of our own achievements and of the achievements of others.

#### 10. We value ethical behaviour

In all our actions, we consider the short- and long-term impact on others. We value honesty and integrity, the ability and willingness to recognize one’s mistakes; to speak the truth; to be trustworthy of the privacy of others; and to respect the property of others.

### **3.3.4 Students’ Rights**

Students have the right to:

- participate fully in their education
- feel safe, secure, and happy at school
- learn in an environment free from bullying, harassment, violence, discrimination, or intimidation
- express their ideas, feelings, and concerns.

### **3.3.5 Students’ Responsibilities**

Students’ responsibilities are to:

- uphold the College’s core values at all times;
- be inclusive of each other irrespective of their age, gender, religiosity, race, appearance, educational or physical differences;
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- ensure that their actions do not bring the College into disrepute;
- uphold the reputation of the College by observing an appropriate standard of behaviour in transit to and from the College and when wearing College uniform;
- respect the authority of members of staff and observe College rules as required;
- strictly adhere to the College’s policies and procedures as required;
- be respectful and supportive of the College’s ethos and values;
- behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying and harassment.
- refrain from behaviour which would interrupt the work of any class, hinder the learning opportunities of other students or teaching opportunities of a staff member;
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, employees or students of the College (including activities on social media);

- respect College property and the property of staff, contractors, visitors and other students;
- be punctual and attend all classes;
- remain in the College grounds during the School day unless otherwise approved by the College;
- complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the College;
- dress neatly and with due regard for health, hygiene and safety in accordance with the College's uniform requirements.

### **3.3.6 Consequences for Breaching the Student Code of Conduct**

Students are expected to observe and uphold the above rights and responsibilities.

Students are also expected to abide by College values, rules and the policies of the College, as well as the directions of teachers.

A breach of this Student Code of Conduct, College rules or policy will be dealt with according to our Behaviour Management Policy.

### **3.3.7 Raising Concerns About Safety**

If a student has concerns about their safety, or the behaviour of others, it's important that they tell a trusted adult. This could be a parent or carer, a trusted teacher or a College Child Safety Officer.

The College provides all students with information about and encourages them to use multiple pathways to raise child safety concerns about or at the College, including concerns about the behaviour of other students. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Our Staff are committed to ensuring that all students feel empowered to speak up and be heard and will take all concerns raised by students seriously and ensure that the student receives ongoing support.

## **3.4 Child protection, conduct and behavioural standards agreement**

All staff, contractors, volunteers, council members must sign the Child protection, conduct and behavioural standards agreement. Copies are stored by the HR Manager.

### Child protection, conduct and behavioural standards agreement

Sholem Aleichem College is committed to the safety and wellbeing of all students. The College is committed to a system that ensures that all staff act in the best interest and welfare of each child. It is required that you sign the following statement as part of your application to Sholem Aleichem College.

Staff in the context of this agreement refers to all teaching and non-teaching staff, the School Council, volunteers, third party contractors and external education providers.

### **CHILD PROTECTION:**

All staff, as defined above, are required to complete the Child Protection e-module through College online or participate in the Mandatory Child Protection workshops and Professional Development sessions offered by the College. In addition, all staff are to ensure they are up to date with, and agree to abide by, the Policies and Procedures on child safety available including the Child Protection Policy and Child Protection Code of Conduct. This includes understanding when to approach someone if you have a concern over a child's safety and wellbeing, who to approach and your legal responsibilities.

## **CONDUCT AND BEHAVIOURAL STANDARDS:**

At Sholem Aleichem College we expect behavioural standards of our students that exemplify the Values for a Lifetime we uphold as contributing members of the school community and wider society. These values guide us in the way we conduct ourselves (manner of speech, dress and behaviour) and how we interrelate and respect others. They also extend to staff/student, student/student, staff/staff and staff/parent interactions. As a school we strive to maintain a safe, secure and supportive environment for every child's physical, social and emotional wellbeing.

Staff members have an increased responsibility to act as role models for our students. We are required to uphold these standards of behaviour during and beyond school hours and these standards govern our professional and private interactions with colleagues and students. These expectations incorporate specific behaviours that relate to unwanted touch and the exertion of inappropriate verbal, physical or psychological influence or control on students and/or staff. Certain behaviours are regarded as incompatible with the goals and standards of the College and are always prohibited. In particular, staff must not:

- Be alone with any child/ren (excluding one's own children) in an area that potentially cannot be seen or observed by other College members or adults (vehicles included)
- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour. For example, massaging, pinching, punching, pushing and physical assault or any other inappropriate touching.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity, sexuality or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student. Physical force may never be used other than to safeguard against immediate physical danger.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm. For example, staff must refrain from denigrating students publicly or privately or from attempts to control or manipulate students through psychological means.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings, including online meetings, with a student that is not your own child.
- Engage in meetings with a child that is not your own, outside of school hours and without permission from the College and the child's parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse.
- Forbid students to share conversations or information with parents or senior staff, nor instruct students to "keep secrets" from their parents

All these behavioural standards apply whether in person, in writing, on the telephone or through any form of electronic media. These standards also apply to student/student interaction when under the supervision of College employees and/or when participating in College related programs.

Any violation of the above guidelines regarding Child Protection, Conduct and Behavioural Standards will not be tolerated. Any concerns, suspicions or allegations of abuse, harassment or a violation of the behavioural standards should be promptly brought to the attention of the College Principal and/or her delegate.

Our collective understanding, adherence and monitoring of these behavioural standards will help us achieve our goal of ensuring and rigorously maintaining a preventative, proactive, responsive and safe environment for every child in our care.

By signing this Agreement, I state that I have never been charged or convicted of an offence in relation to children, dishonesty or violence under Commonwealth, State or Territory laws, or laws of a foreign jurisdiction. Furthermore, by signing this letter, I have agreed that I have read and understood the Sholem Aleichem College Child Protection Policy, Code of Conduct and this Behavioural Standards Staff Agreement.

I commit to ensuring the safety of all children in my care at all times.

Acknowledgement

I, \_\_\_\_\_, confirm that I agree to the terms and conditions as set out above.

Signed: .....

Dated: .....