



**CHILD SAFETY
CODE OF CONDUCT**

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1 Commitment to Child Safety

1. Christ Centred.

Here at Summerland, we believe students thrive best in a supportive Christian environment. That's why we strive to create a caring and faith inspiring setting built on God's love. We provide a supportive Christian environment. Colossians 2:2-3

2. Academic Achievement.

Here at Summerland, we are committed to helping our students achieve outstanding academic results. Our dedicated teachers pursue excellence through innovative approaches to learning and by helping our students achieve their best. We have proven academic success. Isaiah 40:31

3. Personalised Education.

Here at Summerland, we believe God has created every student with a unique set of gifts and distinctive potential. That's why we are committed to providing unique pathways for each individual, enriching their development whilst adding academic value to their lives. We seek God's wisdom beyond the earthly in our teaching approach. We value the individual. Ephesians 2:10

4. Partnering with Parents.

Here at Summerland, we believe that students excel when parents and teachers combine for a tailored and supportive approach to their education. That's why we facilitate and encourage parental insights and participation in each child's learning and academic progress. We encourage partnership with each family. Proverbs 22:6

5. The Living Word.

Here at Summerland, we stand on the Word of God and its scriptures as foundational and life transforming. We believe that the Bible is God breathed and our handbook for wise choices and joyful living. We acknowledge our dependence on the empowerment of the Holy Spirit to live as God intended. We are Bible based. Joshua 1:8

The provision of Christian education is built on the foundation of God's Word. Children have a special place in God's Kingdom as demonstrated by Jesus who rebuked those who prevented children from coming to him. God's love for children is to be reflected in our service to God and through actions that acknowledge the trusted position of influence we hold.

Summerland Christian College ["the school"] is committed to promoting the safety, welfare and wellbeing of children and young people. This commitment is of paramount importance to Summerland Christian College in the education and care of children and young people every day. The School has zero tolerance for all forms of child abuse and neglect and any form of child and young person mistreatment.

Summerland Christian College is committed to providing a child safe environment where children and young people are safe and feel safe. This commitment is to all students in our care.



Every employee, contractor and volunteer involved in Summerland Christian College is expected to understand the important and specific role he/she plays in contributing to the promotion of the safety, welfare and wellbeing of children and young people at The School. This will ensure that safeguarding children and young people is at the forefront of all we do and every decision we make.

2 Objectives

The objective of this Child Safety Code of Conduct (Code) is to give clear guidance to all employees about how they are required to behave and interact with or towards students and their families. By setting these expectations Summerland Christian College is:

- Ensuring all Summerland Christian College students, as far as reasonably possible, are treated with dignity in a caring but professional manner by employees.
- Seeking to prevent child abuse and neglect, including sexual abuse and grooming behaviour from occurring. Please refer to the **Child Safety Policy** for further information about the different types of abuse.
- Seeking to create and maintain a child safe environment by establishing a set of expectations for adult to student interactions that promote consistency and transparency in all interactions.
- Protecting employees from becoming subject of a complaint of inappropriate behaviour, minor or serious, or an allegation of reportable conduct that requires referral to the Office of the Children's Guardian and investigation by the school.

3 Scope

This Code applies to all employees, regardless of their role at Summerland Christian College, contractors and volunteers engaged by the School. The term employee will be used throughout this document. This term is intended to capture all employees, contractors, external education providers, College Board / College Council members and volunteers engaged by Summerland Christian College.

The School recognises and values that within our community there are employees who have dual roles. Examples include:

- a volunteer who has their children enrolled in the School, or
- a teacher who has their children enrolled in the School, or
- an employee who may also be involved in a local church as a mentor or youth leader.

The expectations detailed in this Code will not necessarily apply to every student / adult relationship, or employee relationships with other school families. The expectations outlined in this Code are not designed to interfere with reasonable, established family relationships and connections.



If any person is unclear about the application of this Code to them in their role at Summerland Christian College and in the School Community, they are required to discuss this with the College Principal or Heads of College (Head of Primary and Head of Secondary).

Failure to comply with this Code will be viewed seriously by Summerland Christian College. For employees, a failure to comply with this policy may result in employment consequences, including termination.

For volunteers, external education providers and contractors, a failure to comply with this Code may result in the ongoing engagement with the School to be reviewed.

The School's Child Safe Code of Conduct applies to all of Summerland Christian College's campuses and includes Summerland Christian College's online environment. The Code also applies to other environments where School activities are taking place.

3.1 Employee Responsibilities

Employees working together in a professional, competent and diligent manner is key to The School meeting its commitment to child safety and maintaining a strong safeguarding culture.

Employees of Summerland Christian College are required to:

- act in good faith and honestly
- ensure that actions and decisions are consistent with the ethos and values of The School perform roles to the best of their ability
- work professionally and collaboratively with other employees
- be courteous and professional in dealing with other employees, students, parents and members of the public
- be accountable for performance and decisions made
- follow reasonable instructions given by the College Principal, supervisor or a delegate; and
- comply with lawful directions.

Responsible and early sharing of information relating to the safety, welfare and wellbeing of children and young people is fundamental to the school's approach to safeguarding.

In addition to complying with reporting obligations detailed in the **Child Safety Policy** all employees must take action if a student discloses information about inappropriate behaviours of other adults, employees or students. It is not acceptable to minimise, ignore or delay responding to such information.

Employees are expected to notify the College Principal or Heads of College (Head of Primary and Head of Secondary) of any instances where they observe behaviours in employees that they believe may constitute a breach of professional boundaries or this Code.



Employees must inform the College Principal if they become the subject of an Order protecting another person. ¹ ² Any employee who is charged with or convicted of a criminal offence must report this to the College Principal at the earliest opportunity.

¹ NSW: an Apprehended Domestic Violence Order or an Apprehended Personal Violence Order

² ACT: a Family Violence Order, a Personal Protection Order or a Workplace Protection Order



4 Duty of Care

Employees have a duty of care to students at Summerland Christian College in their charge. That duty is to take all reasonable steps or preventative measures to protect students from risks of harm that can be reasonably foreseeable. The standard of care that is required, such as the level of supervision, needs to be commensurate with the students' maturity and ability.

Duty of care to students applies during all activities and functions conducted or arranged by Summerland Christian College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

4.1 Supervision of Students

Employees are required to adequately supervise students in all learning environments. This includes:

- College grounds;
- classrooms;
- online learning spaces; and
- excursions or at any other specific learning environments in or outside the College

Students should not be left unsupervised either within or outside of class. Employees are to be punctual to class.

When assigned supervision duty, employees should be punctual and actively³ supervising their designated area. Employees must remain on supervision until a replacement supervisor arrives.

Employees should be alert to bullying or any form of harassment, including harmful sexual behaviours between students, and should act on and report any incidents in accordance with the school policies including, but not limited to:

- Summerland Christian College Child Safety Policy;
- Summerland Christian College Workplace Health and Safety Policy;
- Summerland Christian College Complaints and Grievances Policy; and
- Summerland Christian College Bullying and Harassment Policy and Discrimination, Harassment and Bullying Statement.

Ill or injured students should be attended to by supervising staff.

Employees should remain with students at after-school and out-of-school activities until all students have been collected, or parents have been contacted. Employees should use their discretion and professional judgement in considering such factors as

³ This means vigilant and moving around the area.



age, time and location before leaving a student who has not been collected. Employees should seek advice from their supervisor if they are unsure what should happen in the event a student has not been collected⁴.

Employees should ensure they are also aware of the School's Work Health & Safety Policy.

5 Maintaining Professional Boundaries with Students

Professional boundaries are parameters that describe the limits of a relationship where one person (a student) entrusts their welfare and safety to a professional (an employee), in circumstances where a power imbalance might exist.⁵

While most employees understand their duties and professional responsibilities, employees who persistently cross or breach professional boundaries present clear risks to child safety.

5.1 Personal Relationships with Students

It is expected that employees will be caring, compassionate adults who take an interest in their students and set appropriate boundaries within those staff-student relationships.

The employee is responsible for maintaining a professional role with the student. This means establishing clear professional boundaries with students that serve to protect everyone from misunderstandings or a violation of the professional relationship. It is the student's perception of staff behaviour and not the intention of the staff member that is important.

Employees 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 focus. This is regardless of whether the relationship is consensual or condoned by parents or carers. In particular:

- Employees must not:
 - meet with students alone outside school
 - invite students to their home
 - attend students' homes
 - attend parties or social gatherings with students unless they have the express permission of the College Principal.
- Employees should not ask inappropriate, invasive or unnecessary personal questions of a student, or share personal information about other employees or students.

⁴ Employees are expected to refer to the school's established guidelines regarding leaving students unattended.

⁵ Northern Territory Teacher Registration Board, *Managing Professional Boundaries*, 2015
<https://www.trb.nt.gov.au/system/files/uploads/files/2019/Managing%20Professional%20Boundaries%20-%20Guidelines%20for%20Teachers.pdf>



- Employees should not share personal details about their private lives with students (it may be appropriate and necessary, at times, to draw on relevant personal life experiences when teaching). For example, employees should not discuss with students:
 - their dating life, personal disputes or relationship breakdowns
 - significant challenges to their physical or mental health
 - their financial situation or
 - other personal subjects that may create in the student a feeling that they are a friend or confidante to the employee.

5.2 Intimate Relationships with Students

Employees must not have a romantic or sexual relationship with a student, or develop a relationship with a student that can be misinterpreted as having a romantic or sexual basis. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. Employees are reminded of:

- the law prohibiting sexual relations with a person under the age of consent (16 years); and
- the law prohibiting sexual relations between a person in a supervisory role (i.e. a teacher or a person with responsibilities for students at a school) and a person under the age of 18 years who is under their special care (i.e. a student).

Such relationships have a detrimental impact on the health, safety and wellbeing of a student as well as on the teaching and learning of students and colleagues, and may carry a serious reputational risk for the employee and, in turn, the School.

Staff must not engage in sexual activity, sexually suggestive conduct or conduct that could be perceived to have a sexual undertone of any kind with a student, or any child under the age of 18 years, including but not limited to:

- Kissing.
- Obscene language or gestures.
- Expressing intimate, romantic or personal feelings towards a student (either spoken or written).
- Suggestive remarks or actions.
- Jokes or questions of a sexual nature, including questions about students' sexuality or sex lives.
- Unwarranted and inappropriate touching.
- Undressing in front of students.
- Initiating or eliciting inappropriate physical contact from a student, e.g. massage, tickling games, roughhousing.



- Deliberately exposing students to sexual behaviour of others, other than in prescribed curriculum in which sexual and relationship themes are contextual.

Employees should also be aware that developing or encouraging romantic or sexual relationships with recent former students (over 18 years of age) may violate professional boundaries and employees are strongly discouraged from doing so. The imbalance of power and authority that exists in the employee/student relationship does not suddenly disappear after the student finishes their schooling. Employees should not assume that they will be protected from disciplinary action by claiming that a relationship began only after the student left the School, as there may be a reasonable belief that the emotional intimacy of the relationship developed while the employee/student relationship existed.

5.3 Interactions and Communication with Students

Communication with students must at all times be caring, respectful and professional. Staff must give consideration to the tone, manner and setting of all communications with students, to minimise the risk of misunderstanding. In particular:

- There is no place for sarcasm, derogatory remarks, offensive comments or any other inappropriate conduct that may result in emotional distress or humiliation to a student.
- Employees should avoid situations where they are meeting or communicating alone with a student. Where this cannot be avoided, consideration should be given to the time and location of the conversation, and what other steps can be taken to increase transparency of the communication. For example, meeting with the door open, meeting in an open space such as the library, reporting the intended meeting with a supervisor, keeping file notes of events of the meeting, and/or obtaining the prior permission of parents.
- Employees must not exchange personal telephone numbers with students, or send or receive personal correspondence with students, including letters, email, phone and SMS text (this does not extend to class postcards/ bereavement cards, simple holiday greeting cards which are given to all members of the class, etc).
- Where staff have been issued with school mobiles these are to be used to collect student contact numbers⁶
- If personal telephone numbers are exchanged with students during excursions, it is a requirement of Summerland Christian College that the employee must delete the student's number at the conclusion of the excursion. In such circumstances there must be a valid reason for the exchange of the telephone numbers.
- Employees must not ask students to share or send them photographs of themselves. Where it is relevant to school tasks for students to bring photographs of themselves or their families to school, this should be in line with syllabus requirements and should therefore be captured in planning documentation.

⁶ A safe practice is for staff to communicate with students on school provided mobile, wherever possible schools are encouraged to provide such a device.



5.4 Online Communication

The School understands that social media is widely used for private purposes by many within our community, including employees. However, using non approved school systems to communicate on social media or online messenger platforms with students or their families carries unacceptable risks for the following reasons:

- Communicating via social media lacks transparency and may be misinterpreted or, worse still, abused by those seeking to harm children.
- Social norms surrounding the use of social media may lead to unintentional boundary crossings by employees. Communication over social media typically involves a casual communication style and is often used outside school hours and late in the evening, when individuals are likely to be operating outside a professional mindset.

For these reasons, employees must not:

- Communicate with current students on social networking sites⁷ or online messaging platforms⁸.
- Post photos of students or their families on social networking sites.
- Invite current students to join personal social networking sites or accept a student's invitation to join theirs – this includes former students within twelve months of them having passed what would be their Year 12 graduating year, regardless of whether they completed their schooling at Summerland Christian College or elsewhere, or finished their formal schooling prior to Year 12.
- Store online unauthorised images of students on their personal or school devices.

The School understands that some employees may have relatives who are current students at the School and with whom they wish to connect through social media sites for personal reasons. These employees may apply to the College Principal for an exception to this Child Safety Code of Conduct. Permission is not required for connections between employees and their immediate family members.

At present, employees may be connected to current students through social media sites. These connections are to be discontinued on the reading of this Policy.

Any employees wishing to use online messaging platforms (such as Messenger or WhatsApp) to coordinate school related activities must only do so with the express permission of the College Principal. Before requesting this permission, staff should first consider if there are other reasonable ways of achieving the objective without using the messaging platform. Where no reasonable alternative exists, strategies should be agreed upon to increase the transparency of conversations, such as making the conversation viewable to a supervisor.

⁷ Online applications such as social networking sites (e.g. Facebook, Instagram), wikis, blogs, microblogs (e.g. Twitter), video and audio sharing sites (e.g. Flickr, YouTube, Snapchat, Tiktok), message boards (e.g. Google Groups, Yahoo! Reddit), online games and any other platforms that allow people to easily publish, share and discuss content.

⁸ Including but not limited to Facebook Messenger, WhatsApp, Skype or Snapchat.



The section of the Child Safety Code of Conduct regarding online communication with students should be read in conjunction with the School's guidelines regarding appropriate use of electronic communication and social networking sites as set out above.

5.5 Physical Contact with Students

One of our School's key guiding values is respect for the whole child. Each child has a unique set of experiences, cultural practices and temperament which will inform their perception of any physical contact they receive from an employee. Their experience may include instances of trauma, sexual or physical abuse which are not known to employees.

For this reason, extreme caution should be shown during any physical contact you need to have as part of teaching, learning, supporting or caring for students to ensure it is appropriate and acceptable. Any unnecessary and unwarranted physical contact should be avoided.

It is the duty of each staff member to consider each student's specific circumstances, cultural practices and background when determining what may be appropriate for any given student.

All employees are to adhere to the following guidelines for contact with students, both in and outside of School grounds:

- Employees must not impose physical punishment upon a student in the course of their professional duties.
- Employees are to avoid unnecessary physical contact with students wherever possible. What is necessary will differ based upon the child's age and development – a pre-schooler's developmental needs with regard to physical contact and/or comfort differs from that of an older child. However, physical contact should never be lingering, intimate, unwarranted or unnecessary. Any necessary physical contact should happen with the student's consent (except in exceptional circumstances, such as to administer emergency aid).
- Employees must bear in mind that the employee/student power imbalance may impact a student's ability to actively deny or withdraw consent – it is not acceptable for an employee to justify physical contact with a student because the student did not ask them to stop.
- There are times where physical contact may be warranted in providing specific technical instructions to students, such as during sport, drama, dance, or metalwork/woodwork classes. Any such physical contact must be brief and only with the consent of the student. Employees should ask for a volunteer to demonstrate a particular activity. Instructional contact of this nature should only take place in the classroom setting, and not in a one-on-one situation.
- Employees must remain vigilant, while engaging in instructional contact situations, for any indications that the student has withdrawn their consent (either verbally or non-verbally).
- When congratulating a student, a handshake, pat on the back or brief hug are acceptable so long as the student is comfortable with this action. Kissing of students is not acceptable.



- Assessing an injured or ill student may necessitate touching the student. Employees should always advise the student of what is intended as part of this assessment, and obtain the student's consent.
- When confiscating personal items, such as mobile phones or toys, employees should ask the student to hand the item to them. Employees should only take items directly from students in circumstances where concern exists for the safety of the student or others, and the employee's own safety is not jeopardised by this action.
- Attention to the toileting needs of young children should be given with care. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.

5.6 Gifts and Benefits

- Employees must not give gifts to students, or accept overly personal, excessive or gratuitous gifts, financial endowments or loans from students or their families. Receiving small gifts of thanks at the holiday period is acceptable.

5.7 Favouritism

- Employees are not to refer to students by pet names, demonstrate favouritism, preferential treatment, excessive flattery or other overly familiar behaviour with or towards students.
- Employees should not operate beyond the responsibilities of their role and expertise. Students who raise significant personal problems with a staff member they trust need to be referred, preferably with the student's knowledge, to a person on staff with specialised skills, such as a school counsellor or pastoral care co-ordinator, in line with School process for such matters. The employee may continue to play a supportive role with the student in collaboration with specialist staff and under direction from the School.

5.8 Travelling Alone with a Student

- Employees should not drive a student unaccompanied in a car, without a valid school-related purpose, and without the permission of the College Principal. In the event of an emergency, staff should exercise discretion and in the event it was deemed necessary to transport a student alone in a car, that staff member should then report the matter to their supervisor without delay.

Some employees are known to have pre-existing relationships with student families⁹, for example the staff member's child is a friend of another student. It is understood that in this circumstance, employees may wish to transport a child's friend in their car to allow for the children's out-of-school social contact. In such circumstances, staff should disclose the pre-existing relationship to the College Principal and request permission to transport a student in their car.

- Where staff suspect a student has developed an infatuation or crush on a staff member, they are to declare this to management.

⁹ Consider use of the SRS Annual Staff Declaration and Individual Employment Preferences Request form



5.9 Off-Campus Activities

At The School we provide students with a school life which has a holistic balance between discipline and freedom, between academic and creative endeavours, and between individual and social development. Off-campus activities, such as School retreats, excursions and camps, swimming and athletic carnivals, School productions and performances, and academic extracurricular activities such as off-campus debating, are a valuable way of providing this holistic education for our students.

Careful consideration should be given to how professional boundaries can be maintained in these settings, recognising that these settings can be less structured than the school setting. As such, risk assessments will assist in determining strategies necessary to ensure child safety and the maintenance of professional boundaries. For example, risk assessments should consider appropriate sleeping and showering arrangements.

During off-campus activities, the physical contact guidelines set out above still apply, in addition to the following:

- Checking of sleeping arrangements should be done, where possible, with another employee present and always in a manner that respects students' privacy and personal space. For example, employees should knock and advise students of their presence prior to entering a bedroom or dormitory, unless they are responding to a critical incident/emergency situation. Staff must ensure that while in a bedroom or dormitory the door should remain open. Staff must also ensure a strict and professional employee/student relationship is upheld.
- In some settings, such as change rooms at public pools or external sporting venues, employees will be required to carefully balance students' right to privacy with a duty to ensure students' safety by providing active supervision. In such cases, wherever possible, staff should warn students upon entering the change area, and supervision must not extend beyond what is necessary to ensure students' safety. For example, employees should announce to students their intention to enter the change room and may choose to stand by the entrance.
- Employees must make every attempt to be visible at all times while interacting with students. Particular care and caution should be demonstrated during any one-on-one meetings which are deemed necessary within the excursion/camp setting. Specifically:
 - Employees should discuss their intention to carry out the one-on-one meeting with other employees on the excursion/camp and keep the meeting as brief as is reasonable. It is not acceptable for an employee to be found meeting alone with a student in an excursion/camp setting if they have not first notified at least one colleague of their plan and objective.
 - Employees should make every attempt to have the one-on-one meeting in a location with a direct line of sight to other employees.



5.10 Employees in Specialist Roles

Some employees may, in the course of their professional role with students, be required to work in a one-on-one situation with a student. Examples are counselling, conducting educational/physical assessments, providing health care or coaching. All work of this kind must occur as an authorised school activity so that arrangements can be put in place that minimise risk and increase openness and transparency around the interactions.

The main considerations to be made for one-to-one work are location, time and consent/knowledge:

- Location: The more visible, public and busy the location the better. Meetings should take place with the door open where possible, or in a room with a direct line of sight from outside the room. Employees should avoid placing themselves between the student and the door in these settings.
- Time: Using normal school hours is preferable to out of school hours. Length of one-to-one contact should not be excessive relevant to the activity.
- Consent/knowledge: wherever possible parents are to be informed of, or consent to, activities that involve their child in one-to-one contact with an employee. Where possible, employees should also notify a supervisor of the intended meeting, keep file notes of events of the meeting, and/or obtain prior permission of parents.

6 Maintaining Professional Relationships with School Families

6.1 Relationships with Family Members¹⁰

It is expected that employees work collaboratively and professionally with students' families to deliver a safe and vibrant learning environment for students. Unprofessional and overly personal conduct between employees and students' family members creates a lack of clarity regarding these relationships, which poses a risk for students and employees.

The School encourages active engagement between employees and the School community (i.e. through religious events, festivals, excursions, sports, creative performances and other events), though this engagement must be conducted transparently and with the oversight of the School.

All employees are to adhere to the following guidelines for contact with the family members of students, both in and outside of School grounds:

- It is inappropriate for employees to enter intimate or sexual relationships with family members of students, regardless of whether they are aged over 18 years. Employees with pre-existing relationships should declare this to the College Principal. Where an employee has a pre-existing personal relationship with a student or their family, or feels

¹⁰ Staff who have a personal or existing relationship with students and their families are to also refer to Section 7.



that a conflict of interest may exist, they should notify the College Principal, or the Chair of the College Board if the conflict involves the College Principal, and arrangements should be implemented to manage the conflict.

- Employees should not visit socially with families of students in their homes or at other settings outside of School. Incidental contact in public locations is acceptable, so long as all guidelines set out in this policy are adhered to during the course of the incidental contact.
- Employees are to limit physical contact during interactions with the family members of students, to avoid confusion or misunderstanding. A greeting handshake, or the provision of emergency aid or assistance are acceptable.
- Employees must not give gifts to students, or accept overly personal, excessive or gratuitous gifts, financial endowments or loans from students or their families. Receiving small gifts of thanks at the holiday period is acceptable.
- Employees are not to babysit students or their siblings, in the student's home or elsewhere.
- Employees are not to provide tutoring to students, except with the written permission of the College Principal and with a documented agreement regarding the location, frequency and nature of the tutoring, to maintain the transparency of the engagement.

6.2 Communication with Family Members

Employees are to communicate with students' parents and other family members in a respectful manner at all times. Communication can be polite, amiable and helpful, but not overly familiar or affectionate. In particular:

- Employees are to communicate via school-approved modes of communication – including school email and telephones. Employees must not provide students' family members with their personal telephone number.
- Employees are not to use suggestive, crass or flirtatious language, communication or behaviours when communicating with family members, regardless of whether they are over the age of 18 years.
- Employees are not to initiate conversations about personal matters with family members, except where it is relevant to the safety, wellbeing or behaviours of a student with whom they have responsibility for. Employees should approach these conversations carefully and clearly communicate their objective in providing support to the student, to avoid inadvertently taking on a role as confidant to the student's family member.

Employees should show caution when responding to family members who seek to share personal matters that do not relate to the care and wellbeing of the student. Employees should request assistance from their supervisor or a member of the Executive team if they experience difficulties in managing a family member's expectations on this point.



- Employees should not speak with family members about any person within the School community (student, employee or otherwise) in a manner that could be perceived as unfairly judgemental or constituting “gossip”.
- Employees are not to ask or direct parents to “take sides” in relation to any disputes or grievances that arise between employees, or between employees and other members of our School community. Employees are to act in good faith to resolve any such disputes professionally, confidentially and in line with School Grievance policy.
- Employees must maintain a professional and neutral position in response to any domestic or custody disputes between the family members of a student.

7 Managing Conflicts of Interest

Where personal relationships with students or their families exist, such as family relationships and close pre-existing friendship networks, questions of conflicts of interest may arise.

Where an employee has a pre-existing personal relationship with a student or their family, or feels that a conflict of interest may exist, they should notify the College Principal, or the Chair of the College Board if the conflict involves the College Principal, and arrangements should be implemented to manage the conflict.

The School will maintain a record of all employee declarations regarding their interactions/relationships with students or their families, that exist outside of school hours or School premises.

8 Confidentiality

Employees must deal with information relating to a student or students health, wellbeing, education and / or personal circumstances confidentially¹¹.

Employees must deal with information relating to School family’s personal information confidentially.

Employees must deal with information relating to another employee’s health, wellbeing, performance and personal circumstances confidentially.

Employees who become aware of a breach or potential breach of confidentiality must advise the College Principal immediately.

An established breach of confidentiality by paid employees will be viewed seriously and may result in employment consequences. For contractors and volunteers, a breach of confidentiality may result in a review of engagement with the school.

9 Glossary

¹¹ Meaning: the fact of private information being kept secret.



Family member:	A parent (as defined below), sibling, grandparent, aunt, uncle, cousin or other direct familial relation to a student.
Grooming:	Actions undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions in preparation for sexual activity with the child. ¹²
Parent:	Any adult who has or shares parenting responsibilities for a student, child or young person, including biological parents, step-parents, kinship and other carers, legal guardians, foster parents and extended family members such as grandparents, and kinship carers.
Employee:	All teaching staff, non-teaching staff, Principal, members of the Executive Team, College Council / College Board Members, Volunteers, Third Party Contractors and External Education Providers (together, known as "employees" for the purposes of these guidelines only).
Student:	All children, young people and individuals who have reached the age of 18 years who are enrolled or attending classes at Summerland Christian College or may be attending another school.

10 Other Policies

This Child Safe Code of Conduct works in conjunction with other Summerland Christian College policies. These include, but are not limited to:

- Summerland Christian College Child Safety Policy;
- Summerland Christian College Workplace Health and Safety Policy;
- Summerland Christian College Complaints and Grievances Policy; and
- Summerland Christian College Bullying and Harassment Policy and Discrimination, Harassment and Bullying Statement.

11 Informing Staff and Declaration

All staff are expected to be aware of the requirements of this policy and all related policies. In order to enable staff to have the opportunity to be informed of the policy requirements the following procedures are in place:

- All new staff must have a current Working With Children Check clearance, which must be provided to the school, and a record held on file.
- All staff will have a current Working With Children Check clearance

¹² *The Royal Commission into Institutional Responses to Child Sexual Abuse Final Report, Volume 2: Nature and Cause*, 2017

https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_2_nature_and_cause.pdf



- All staff sign an affirmation that they will abide by the Staff Code of Conduct, which requires that all staff members of SCC must be familiar with the school's Child Safety Policy and how it is implemented.
- At the beginning of the school year, a staff meeting will be held, where all staff are present, in which a Child Safety Policy overview will be presented.
- The Child Safety Code of Conduct is provided to new staff as part of their induction.
- All staff have access to the school's policy suite via the Document Drive. Staff are expected to utilise this facility when undertaking school business in order to be fully cognisant of all relevant policies, including the Child Safety Policy.
- Staff who have any questions or uncertainties regarding child protection matters are encouraged to consult with their Head Teacher and or the College Principal.
- Staff are encouraged to refer to:
the "Keep Them Safe" website (<http://www.keepthemsafe.nsw.gov.au/home>) in relation to decision trees for mandatory reporting; or the NSW Ombudsman's website (<https://www.ombo.nsw.gov.au/home>) for further assistance and information on reportable conduct.

DECLARATION

I, _____, confirm I have read and understand the above policy and procedure guide.

Date: ____ / ____ / _____

Signature: _____

12 Status and Review

This policy was approved by the College Board on 8 December, 2022.

This policy was implemented by the College on 31 January, 2023

This policy will next be reviewed by the College Principal by end January, 2025.

