



# POLICY

## CHILD SAFETY CODE OF CONDUCT

### PURPOSE

Scotch College is committed to the establishment of an environment where each child or young person feels a sense of belonging and trust, and all have confidence in their immediate world, in themselves and in their relationships.

The School understands that when children and young people feel cared for by adults who set clear boundaries, who are sensitive, open and uncomplicated in their expectations, they feel safe. The School recognises that it is within such an environment of safety that children and young people are empowered to do their best.

To ensure that Scotch College establishes an environment of safety, it has developed this Child Safety Code of Conduct. This code will consistently serve to inform our commitment to prevent behaviour that may be harmful to the children and young people of the School, and all children and young people who visit our campuses.

All the personnel of Scotch College, are required to adhere to this Child Safety Code of Conduct. This includes members of School Council, teaching staff, non-teaching staff, coaches, contractors and volunteers.

Adopted by the School and authorised by the Council, this code serves to strengthen the safeguarding culture of Scotch College.

### COMMITMENT

This document should be read and understood in conjunction with:

- all individual position description statements;
- all relevant policy, procedure and guideline documents, including the *Safeguarding Children and Young People Policy*

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### REPORTING OBLIGATIONS

All Scotch College personnel are expected to make a report immediately to the Child Protection Officer, The Vice Principal and/or The Head of Junior School through the online reporting system or directly if they become aware of a breach of the Code. If directly, the senior member of staff receiving the verbal report will ensure that the incident is formally recorded through the reporting system. An incident report must be made before the end of the person's session of work if:

- they become aware of any allegation of child abuse
- they have a concern for the safety of a child or young person in our services
- they notice any Scotch College personnel whose practice or behavior is contrary to the expectations of behavior set out in this Code of Conduct



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### USE OF ELECTRONIC COMMUNICATIONS *continued*

Electronic communication between a staff member (paid or voluntary) of the School and a child or young person enrolled at the School should only occur through the following media:

- the email system established and maintained by the School. Staff and children or young persons should not communicate using private email addresses; and
- features of the School's Learning Management System (Canvas) in particular the conferencing facility, or Zoom, and through this facility programs such as One Note and Screencastomatic.

Such communication must:

- pertain to is(s)-5g0DC q0.a04F5 T0.149 Gpr. erg0 Gps/Q5m9-5 T0.149u3a4F5 T0.149 Gp

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### APPLICATION OF THE CHILD SAFETY CODE OF CONDUCT IN ONLINE SETTINGS

#### In online learning environments, the School confirms that:

- the safety and welfare of children and young people continues to be our priority;
- children and young people will be protected when online;
- all policies, procedures and guidelines of the School apply in the remote learning environment; in particular, requirements of all staff contained within the *Child Safety Code of Conduct*, *Safeguarding Reporting Policy*, and the *ICT Resources Staff Use* policies;
- teaching staff continue to ensure their practice is informed by the *Child Safety Code of Conduct*;
- any staff concerns regarding the safety and well-being of a child or young person will continue to be reported through the online form accessed through the incident-reporting icon on staff computers and/or verbally through the Vice Principal, Deputy Head of Junior School, Child Protection Officer or School Psychologist who will then complete a report;
- reports will be responded to in accordance with the *Safeguarding Reporting Policy*, the *Reportable Conduct Scheme Policy* and mandatory reporting legislation;
- children, young people and parents will be kept informed about safeguarding measures, teaching methods and online platforms to be employed;