

SAFEGUARDING CODE OF CONDUCT

Acceptable Behaviours

All Loreto Sisters, board directors, committee members, staff, volunteers, external providers, contractors, and visitors, are responsible for supporting and promoting the safety of children, young people and adults at risk by:

- adhering to the *Loreto Province Australia and South East Asia Safeguarding Policy* and always upholding the *Loreto Province Australia and South East Asia Safeguarding Commitment Statement*.
- taking all reasonable steps to protect children, young people and adults at risk from abuse.
- treating children, young people and families with respect in the school environment and outside the school environment as part of the school's other social and community activities.
- taking into account the needs of all children, young people and vulnerable adults, and involving them in decisions about the activities they participate in and welcoming the participation of parents, caregivers and families.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety / the safety of another child.
- promoting the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander people (for example, by never questioning an Aboriginal and Torres Strait Islander person's self-identification).
- treating all children, young people and adults at risk with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristic.
- never being racist towards anyone and reporting any instances of racism.
- considering the different needs of all children, young people and adults at risk and supporting them to participate fully in programs that help them and their families and caregivers to feel included.
- ensuring as far as practicable that adults are not alone with a child or young person. One-to-one interactions are to be in an open space or in line of sight of another adult.
- reporting any allegations of child, young person or adult at risk abuse to the Safeguarding Officer Simon Davies of Safeguarding Services info@safeguardingservices.com.au
- reporting any child, young person or adults at risk safety or wellbeing concerns to the Safeguarding Officer, Simon Davies of Safeguarding Services info@safeguardingservices.com.au
- understanding and complying with all reporting and disclosure obligations including

mandatory reporting.

- responding to all allegations of abuse and ensuring as quickly as possible that the child(ren), young adults or adults at risk is/are safe.
- ensuring that all applicable professional or occupational codes of conduct are complied with.
- reporting any conflicts of interest that a staff member may have that could affect their ability to perform their role.
- respecting the privacy of children, young people, adults at risk and their families, including keeping all personal information confidential unless required by law to share it.
- upholding the rights of the child, young person and adult at risk and always prioritising their needs.

Unacceptable Behaviours

All Loreto Sisters, board directors, committee members, staff, volunteers, external providers, contractors and visitors must not:

- condone or participate in illegal, unsafe, abusive or harmful behaviour towards children, young people or adults at risk; this includes physical violence, sexual abuse, emotional or psychological abuse, financial abuse or exploitation, grooming, neglect or sexual misconduct.
- ignore, trivialise or disregard any concerns, suspicions or disclosures of child, young person or adult at risk abuse.
- misuse position of authority or power that coerces a person to engage in any activity, or which disrespects their human rights and dignity. This includes ministries and or/services such as counselling, one-to-one tuition, coaching, mentoring and spiritual direction. However, this will depend on the individual's circumstances, preferences and right to privacy. Prudent judgement is required on a case-by-case basis.
- develop a relationship with a child, young person or adult at risk that could be seen as favouritism or considered tantamount to grooming behaviour (for example, by offering gifts).
- display behaviours or engage with children, young people or adults at risk in ways that are not justified by the educational or professional context.
- ignore an adult's overly familiar or inappropriate behaviour towards a child or young person.
- treat a child, young person or adult at risk unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, is related to schoolwork or extracurricular activities, or where there is a safety concern or other urgent matter.

- photograph or video a child or young person in a school environment except with parental permission.
- touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to teaching children and young people.
- initiate unnecessary physical contact with children, young people or adults at risk or do things of a personal nature that a child, young person or adult at risk can do for themselves, such as toileting or changing clothes.
- put children, young people or adults at risk, at risk of abuse (for example, by locking doors that would lead to seclusion).
- verbally assault a child, young person or adult at risk or create a climate of fear.
- persistently criticise and/or denigrate a child, young person or adult at risk.
- engage in conversations about sexual experiences or sharing sexual images.
- use inappropriate language or gestures in the presence of a child or young person.
- work with children whilst under the influence of alcohol or illegal drugs.
- make any kind of drug, alcohol or cigarettes available to children.
- consume illegal drugs at a school or at school events.

All breaches and suspected breaches of the *Loreto Province Australia & South East Asia Safeguarding Code of Conduct* must be reported to the Safeguarding Coordinator.

Breaches of this *Safeguarding Code of Conduct* will result in disciplinary action up to and including termination of employment or the cancellation of a contract or volunteer engagement.