Introduction
At St Vincent de Paul Primary School we believe that the social, emotional, moral, spiritual and physical wellbeing of our students is pivotal to student health, safety, learning and success. At St Vincent de Paul Primary School we acknowledge and understand that child safety is the responsibility of every person and is an integral aspect of student wellbeing. We aim to work collaboratively with parents, students and other community members to ensure a safe school environment. Our commitment to the protection of students is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment. All students have the right to expect that the school will protect them from any kind of harm so far as is reasonably practicable and within its means to do so.

Purpose
This Code of Conduct has a specific focus on safeguarding children and young people at St Vincent de Paul Primary School Morwell against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes. All staff, volunteers, contractors, clergy and board/school council members at St Vincent de Paul Primary School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of student, as noted below.

Principles for adult behaviour at St Vincent de Paul Catholic Primary School
- The adult/student relationship should be professional at all times
- An adult’s response to a student’s behaviour or circumstances should be commensurate with the age and vulnerability of the student and the adult’s responsibility for the care, safety and welfare of the child
- An adult should not be alone with a student unless there is a line of sight to other adults
- An adult should not initiate or seek physical contact or contact with students outside school.
Acceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

- Adhering to the school’s child safe policy and upholding the school’s statement of commitment to child safety at all times.
- Taking all reasonable steps to protect students from abuse.
- Treat everyone in the school community with respect.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they, or another student has been abused, or that they are worried about their safety/the safety of another student.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students.
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds.
- Promoting the safety, participation and empowerment of students with a disability.
- Ensuring as far as practicable that adults are not alone with a student unless this is consistent with their role and responsibilities.
- Reporting any allegations of child abuse and/or child safety concerns to the school’s leadership.
- Ensuring as quickly as possible that students are safe, if any allegations of child abuse have been made.
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958 (Vic).*
- Reporting to the appropriate authority (e.g. VIT) committals, convictions or allegations relating to a child safety matter.
- Ensuring that they have a current Working With Children’s Check (WWCC) or Police Check whilst working with students or working as a contractor within the school grounds.
Unacceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members must not:

- Ignore or disregard any suspected or disclosed child abuse.
- Develop any “special” relationships with students that could be seen as favouritism.
- Exhibit behaviours with students which may be construed as unnecessarily physical.
- Put students at risk of abuse.
- Initiate unnecessary physical contact with students or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in open discussion of an inappropriate mature or adult nature in the presence of students.
- Use inappropriate language in the presence of students.
- Express discriminatory personal views on cultures, race or sexuality in the presence of students.
- Discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- Staff and clergy must not have contact with a student outside of school without the school’s leadership knowledge and/or consent to the governing authorities (eg. unauthorised after hour tutoring, private instrumental/other lessons or sports coaching). Accidental contact such as seeing people in the street or social contact through family or friends of staff who are also part of the school community is appropriate.
- Staff and clergy must not have any online contact with a student, (including by social media, email, instant messaging etc), or their family (unless necessary eg. by providing families with e-newsletters or assisting students with their school work), unless special circumstances exist (refer to St Vincent de Paul Primary School Social Media Policy).
- Staff and clergy must not use any personal communication channels/devices such as a personal email account with students.
- Staff and clergy must not exchange personal contact details such as phone number, social networking sites or personal email with students and families unless special circumstances exist (refer to St Vincent de Paul Primary School Social Media Policy).
- Photograph or video a student without consent of parent or guardian.
- Work with students whilst under the influence of alcohol or illegal drugs.
- Consume alcohol at school during normal school hours in the presence of students.
- Consume illegal drugs at any time in the presence of students.

Principal: Mrs Teresa Greenough
2 Rowell Street Morwell Vic 3840
Phone: (03) 51 34 2060 Fax: (03) 51 34 5382
Email: principal@stvmorwell.catholic.edu.au