



# Sacré Cœur

## Child Safe Code of Conduct

### 1. Code of Conduct

Central to the values of Sacré Cœur is an unequivocal commitment to fostering the dignity, self-esteem and integrity of the young people in our care and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults toward students and serves to protect students, reduce any opportunities for abuse or harm to occur, and promotes child safety in the School environment. Where a staff member breaches the Code of Conduct, Sacré Cœur may take disciplinary action, including in the case of serious breaches, summary dismissal.

### 2. Purpose

This Code of Conduct has a specific focus on promoting child safety and wellbeing in the school environment and safeguarding young people at Sacré Cœur against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes. All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers at Sacré Cœur are expected to actively contribute to a school culture by respecting 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 toward and in the company of young people, as noted below. All school staff, the Principal, volunteers, contractors and clergy must sign and abide by this Child Safe Code of Conduct.

### 3. Acceptable Behaviours

All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers are responsible for supporting the safety of children by:

- Adhering to Sacré Cœur's:
  - Child Safety and Wellbeing Policy
  - PROTECT – Identifying and Responding to Abuse – Reporting Obligations Policy
  - Reportable Conduct Policy
  - Engaging Families in Child Safety Policy
  - Commitment to Child Safety (see website)
- Taking all reasonable steps to protect children from abuse
- Treating everyone in the School community with respect, modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment
- 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 or the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal or Torres Strait Islander child's self-identification)
- Promoting the cultural safety, participation and empowerment of children with culturally and linguistically diverse backgrounds (for example, by having a zero-tolerance for discrimination)
- Promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- Ensuring as far as practicable that adults are not alone with a child
- Reporting any allegation of child abuse to the School's Child Safety Officer or a member of Leadership Team
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- Understanding and complying with all obligations as they relate to the reportable conduct scheme including reporting allegations of reportable conduct in accordance with the schools reportable conduct policy
- Reporting any child safety concerns to the School's Child Safety Officer or a member of the Leadership Team

- Ensuring as quickly as possible that the child is safe if an allegation of child abuse is made
- Reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or specific allegations or concerns about a registered teacher
- Ensuring they comply with any and all applicable professional or occupational codes of conduct

## 4. Unacceptable Behaviours

All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- Put children at risk of abuse (for example, by locking doors)
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (for example, toileting or changing clothes)
- Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- Use inappropriate language in the presence of children
- Express personal views on cultures, race or sexuality in the presence of children
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Work with a children while under the influence of alcohol or illegal drugs
- Have contact with a child or their family outside of school without the School Leadership Team's or Child Safety Officer knowledge, and/or consent of the School Board (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- Have any online contact with a child (including by social media, email, instant messaging), or their family unless necessary (for example, providing families with newsletters or assisting students with their schoolwork)
- Use any personal communication channels/device such as a personal email account
- Exchange personal contact details such as phone number, social networking sites or personal email addresses
- Photograph or video a child without the consent of the parents, guardians or carers
- Consume alcohol or drugs at school or at school events in the presence of children. Exceptions for alcohol consumption may be granted by the Principal or Principal's delegate subject to a thorough risk assessment for events that request to serve alcohol

## 5. Teachers

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession's Code of Conduct published by the VIT. These principles include:

- Knowing their students well, respecting their individual differences and catering for their individual abilities
- Working to create an environment which promotes mutual respect
- Modelling and engaging in respectful and impartial language
- Protecting students from intimidation, embarrassment, humiliation and harm
- Respecting a student's privacy in sensitive matters
- Interacting with students without displaying bias or preference
- Not violating or compromising the unique position that a teacher holds of influence and trust in their relationship with students

## 6. Psychologist and School Counsellors

In their dealings with students, psychologists and school counsellors should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- The Australian Health Practitioner Regulation Agency
- The Australian Counselling Association
- Speech Pathology Australia

## 7. Sports and Recreation

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- Using positive reinforcement and avoiding abusive, harassing or discriminatory language
- Coaching students to be 'good sports'
- Explaining the reason for the contact and asking for the student's permission if physical contact with a student by a coach or other adult is necessary during a sporting or other recreational activity
- Avoiding (where possible) situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle

## 8. Breaches of this Code

Where a member of staff is suspected of breaching this Code of Conduct, Sacré Cœur may start the process under clause 13 of the Victorian Catholic Education Multi-Enterprise Agreement 2018 (VCEMEA 2018) for managing employment concerns. This may result in disciplinary consequences. Where the Principal is suspected of breaching this Code of Conduct, the concerned party is advised to contact the Chair of the School Board. Where any other member of the school community, including volunteers and contractors, is suspected of breaching this code, the school is to take appropriate action, including (if applicable) in accordance with the [\*PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools\*](#) policy. In appropriate cases, a breach may be referred to Victoria Police and/or a regulatory body, such as the VIT.

## 9. Child Safe Review Program

Sacré Cœur is committed to the continuous improvement of our Child Safe Program, which is regularly reviewed for overall effectiveness and to ensure compliance with all child safe related laws, regulations and standards. Any changes made to the Child Safe Program are reviewed and endorsed by the School Board.

## 10. Acknowledgement

I have received and read Sacré Cœur's Child Safety Code of Conduct. I understand my obligations and responsibilities under the Code of Conduct. By signing the below, I agree to abide by it.

Name: .....

Signature: ..... Date: .....



# Sacré Cœur

## Child Safety Code of Conduct

### Document Control

#### Document Details

Document Name	Child Safety Code of Conduct
Document created by	Director of Risk and Compliance / Child Safety Officer
Document Approval	School Board, School Principal, School Leadership and the Child Safeguarding Committee

#### Document Management

Relevant to:	All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers
Related documents include, but not limited to:	<ul style="list-style-type: none"> <li>• PROTECT – Identifying and Responding to Abuse - Reporting Obligations Policy (2025)</li> <li>• Child Safety and Wellbeing Policy (2025)</li> <li>• Reportable Conduct Policy (2025)</li> <li>• Engaging Families in Child Safety Policy (2025)</li> <li>• Diversity Policy (2022)</li> <li>• Alcohol Policy (2019)</li> <li>• Complaints Policy (2023)</li> <li>• Grievance Policy (2019)</li> <li>• Whistleblower Policy (2023)</li> <li>• Staff Code of Conduct (2021)</li> <li>• Parent Code of Conduct (2023)</li> <li>• Student Code of Conduct (2023)</li> <li>• Student Wellbeing Policy (2023)</li> <li>• Psychologist Policy (2023)</li> <li>• Teacher Parent Communication Protocol (2022)</li> <li>• Against Bullying Policy (2022)</li> </ul>
Related Legislation, but not limited to:	<ul style="list-style-type: none"> <li>• Ministerial Order 1359 (2022)</li> <li>• The Child and Young Persons Act (2005)</li> <li>• Privacy Act Cth (1988) / Australian Privacy Principles (2014)</li> <li>• Crimes Act 1958</li> <li>• Children, Youth and Families Act 2005 (Vic)</li> <li>• Working with Children Act 2005 (Vic)</li> <li>• Education and Training Reform Act 2006 (Vic)</li> <li>• Child Wellbeing and Safety Act (2005)</li> <li>• Occupational Health and Safety Act (2004)</li> <li>• Human Rights and Equal Opportunity Commission Act (1986)</li> <li>• Workplace Relations Act (1996)</li> </ul>
Review:	The Policy shall be reviewed on an annual basis by the School Board, School Leadership and the School's Child Safeguarding Committee. The next review of this Policy is due November 2026.

#### Change History

Author	Date	Change Description	Version
W Ross	May 2017	Original policy created, approved by Leadership Team, communicated to all staff and published	V1
W Ross / N Visic	Jan 2019	Policy reviewed and updates made	V2
W Ross / N Visic	Feb 2019	Policy reviewed by Leadership Team with changes	V2
W Ross/ N Visic	Feb 2019	Policy endorsed by Leadership and School Board and communicated to all staff (ELMO e-learning training for all staff)	V2
N Visic	Apr 2020	Updated Code of Conduct, reviewed and endorsed by the School Board, the School Principal and the School Leadership Team. Updated Code of Conduct communicated to school community, updated to ELMO Learning and published on website.	V3
N Visic	Jul 2022	Updated Code of Conduct (in line with MO1359), document reviewed and endorsed by the School Board, School Principal, Leadership Team and Child Safeguarding Committee. Updated Code of Conduct communicated to school community, updated to ELMO Learning and published on website.	V4
N Visic	Nov 2024	Document review conducted with non-material changes. Document reviewed and endorsed by the School Board, Leadership and Child Safeguarding Committee and updated versions updated on School Website.	V5
N Visic	Nov 2025	Document review conducted with non-material changes. Document reviewed and endorsed by the Risk Committee, School Board, Leadership Team and Child Safeguarding Committee and updated versions updated on School Website.	V6

