



EREA Nano Nagle Network – Child Safety Code of Conduct

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Drafted by	Network Principal	Approved by	Network Principal
Responsible person	Network Principal	Scheduled review date	December 2020

Introduction

EREA Nano Nagle Network (NNN) Flexible Learning Centre's hold the care, safety and wellbeing of young people as a central and fundamental responsibility of Catholic Education. Our commitment is drawn from the teaching and mission of Jesus Christ, with love, justice and sanctity of each human person at the heart of the gospel ([CECV Commitment to Child Safety](#)).

This Code of Conduct takes into account relevant legislative requirements within Victoria and Tasmania, is informed by the EREA Code of Conduct and EREA Child Safety Code of Conduct, and reflects the requirements of Ministerial Order 870 – Child Safe Standards (VIC).

The following principles underpin our commitment to Child Safety within the NNN Flexible Learning Centre's:

- All children and young people (aged 0 to 25 years old, hereon in referred to as *young people*) deserve, as a fundamental right, safety and protection from all forms of abuse and neglect;
- Our Flexible Learning Centre's (FLC's) work in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on young person safety and protection;
- All young people have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers;
- All adults in our FLC's, including teaching and non-teaching staff, placement students, volunteers, and contractors, have a responsibility to care for young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse;
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of young people are based on honest, respectful and trusting relationships between adults and young people;
- Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies;
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect;
- Employees, placement students, volunteers, contractors, parents and young people should feel free to raise concerns about young person safety, knowing these will be taken seriously by school leadership; and
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.



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Purpose

The purpose of this Code of Conduct is to demonstrate the strong commitment of NNN FLC's to the care, safety and wellbeing of all young people at our FLC's.

This Code of Conduct applies to all employees, clergy, placement students, contractors and volunteers (**hereon in referred to as 'staff'**).

This Code of Conduct considers the diversity of all young people, including (but not limited to) the needs of Aboriginal and Torres Strait Islander (ATSI) young people, young people from culturally and linguistically diverse (CALD) backgrounds, young people with disabilities and young people who are vulnerable. The safety, empowerment and participation of these individuals will be specifically promoted throughout this policy.

AUTHORISATION

Chloe Hand
Principal
EREA NNN
April 2020

CHILD SAFETY CODE OF CONDUCT

All staff of NNN Flexible Learning Centre's are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of young people, as noted below.

All staff of NNN Flexible Learning Centre's are responsible for supporting the safety, participation, wellbeing and empowerment of young people by:

- Adhering to NNN Flexible Learning Centre's Centre Child Safety Policy and Procedures at all times;
- Taking all reasonable steps to protect young people from abuse;
- Treating everyone with respect;
- Listening and responding to the views and concerns of young people, particularly if they are telling you that they or another young person has been abused and/or are worried about their safety or the safety of another young person;
- Promoting the cultural safety, participation and empowerment of ATSI young people (for example, by never questioning an ATSI young person's self-identification);
- Promoting the cultural safety, participation and empowerment of young people from CALD backgrounds (for example, by having a zero tolerance of discrimination);
- Promoting the safety, participation and empowerment of young people with a disability (for example, during personal care activities);
- Ensuring as far as practicable that adults are not left alone with a young person;
- Reporting any allegations of young person abuse to Flexible Learning Centre leadership, and ensure any allegation is reported to the police or child protection;
- If an allegation of young person abuse is made, ensure as quickly as possible that the young person/s are safe; and
- Encouraging young people to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff must not:

- Develop any 'special' relationships with young people that could be seen as favouritism (for example, the offering of gifts or special treatment for specific young people);
- Exhibit behaviours with young people which may be construed as unnecessarily physical (for example inappropriate sitting on laps);
- Put young people at risk of abuse;
- Do things of a personal nature that a young person can do for themselves, such as toileting or changing clothes;
- Engage in open discussions of a mature or adult nature in the presence of young people (for



example, personal social activities);

- Use inappropriate language in the presence of young people;
- Express personal views on cultures, race or sexuality in the presence of young people;
- Discriminate against any young person, including because of culture, race, ethnicity or disability;
- Have contact with a young person or their family outside of our organisation without the Head of Campus/Campus Principal's knowledge and/or consent. Accidental contact, such as seeing people in the street, is appropriate;
- Have any online contact with a young person or their family unless it is for educational or co-curricular purposes, using NNN approved platforms (may vary site by site, consult with your Head of Campus/Campus Principal and refer to 'NNN Offsite Learning Safeguarding Guide') – see Social Media Policy for further information;
- Ignore or disregard any suspected or disclosed young person abuse. By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to NNN Flexible Learning Centre's leadership;
- If you believe a young person is at immediate risk of abuse phone 000.

Online Learning:

When staff are working from home or engaging with young people online, it is important that staff continue to maintain a professional and educative environment.

At all times when engaging with young people online, staff must:

- (a) only use NNN approved online platforms;
- (b) act professionally and in accordance with relevant school policy;
- (c) only communicate with young people during school hours, unless pre-approved by the Head of Campus/Campus Principal;
- (d) reinforce professional boundaries with young people who begin personal communication;
- (e) continue to be alert to any red flags or warning signs of child abuse or harm and make reports as needed in accordance with their legal obligations;
- (f) be mindful of the collection, storage and disclosure of young people's personal information and comply with the school's Privacy Policy;
- (g) notify the NNN Child Safety Officer if there are any breaches of this Code of Conduct or any other Child Safety policy, procedure or Code of Conduct; and



- (h) at all times work with young people through the Operation By Principles Framework

At all times when engaging with young people online, staff must **not**:

- (a) share personal details about their private life with a young person, including exchanging personal pictures;
- (b) socialise with a young person online in a private or personal context;
- (c) connect, follow, add or communicate with a young person on social media unless it has been explicitly approved by the NNN Principal;
- (d) post any personal information, image or video of a young person on their own social media;
- (e) provide a young person with their personal contact details such as personal email address or phone number;
- (f) contact a young person on their personal email or phone number (unless parental / guardian consent has been provided and the school has approved this contact);
- (g) expose a young person to inappropriate or sexual material online (excluding for school approved educative purposes such as sex education);
- (h) take or publish screenshots or photos, videos or recordings of a young person without school authority; and
- (i) engage in any behaviour that may constitute grooming.

Online lessons

When delivering lessons online through video, pre-recorded lessons or voice-over, all staff must:

- a. only deliver lessons online during teaching hours and in accordance with school schedule;
- b. provide young people with clear instructions regarding appropriate online behaviour in accordance with the Young Person Agreement;
- c. take the attendance of young people and report any absences in accordance with school policy;
- d. limit the disclosure of personal information regarding staff or young people;
- e. be mindful of background noise and not expose young people to inappropriate language or noise;
- f. not record the lesson unless prior permission has been provided by the school;
- g. not share the link to the lesson or invite into the lesson any individual that is not enrolled in the class or other authorised individual; and
- h. if there is video recording or ability to view the staff member, the staff member must:



- wear appropriate and professional clothing in accordance with relevant school policy;
- be in an appropriate setting, including having an appropriate backdrop (e.g. staff should not be in their bedrooms);
- blur their background where this feature is possible;
- avoid depicting other individuals in the video such as a family member; and
- take care to turn off the video after the lesson.

One-on-one online contact

One-on-one contact with young people online, other than through email, should be avoided where possible. However, in some situations this may be necessary.

If staff engage in one-on-one contact with young people through online platforms other than email, staff should:

- a. only do so via school approved online platforms;
- b. only do so during school hours;
- c. where possible, engage in such communication in writing; and
- d. if one-on-one contact occurs through a voice call or video conference, staff must:
 - i. only do so during school hours;
 - ii. comply with this Code of Conduct and all other school policies, procedures and Codes of Conduct at all times; and
 - iii. document and keep a record of the time and date of the conversation and the general nature of the topics discussed.
- e. ensure that they protect the young person's confidentiality and privacy (e.g. staff must ensure that the conversation cannot be overheard).

Reporting Concerns

Staff must be alert to any warning signs that may indicate that a young person is suffering harm. This is particularly so if young people are not attending school and/or difficult to contact via phone or online.

In particular, staff should be cognisant of:

- (j) repeated unexplained absences of a young person;
- (k) any signs of physical abuse such as bruising or scarring on a young person;



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- (l) any signs of depression, significant anxiety or emotional distress by a young person;
- (m) background noise when interacting with a young person over the phone or online that may indicate violence such as yelling or loud noises; and
- (n) any cyberbullying or inappropriate behaviour between young people or by another staff member towards a young person online.

Staff should raise any child safety concerns with the NNN Child Safeguarding Manager and/or their school leader, whilst still complying with their legal obligations.

Annual Acknowledgement of Child Safety Policy and Code of Conduct

To ensure all EREA employees and volunteers understand their responsibilities in relation to upholding Child Safety and abiding by the Child Safety Code of Conduct, all employees will be required to sign an annual acknowledgement that they have read and understood all EREA policies and procedures relating to Child Safety and the Child Safety Code of Conduct.

Related documents

- NNN, EREA, Supervision Policy
- NNN, EREA, Child Safety Policy and Reporting Obligations (VIC)
- NNN, EREA, Child Safety Policy and Reporting Obligations (TAS)
- NNN, EREA, Pastoral Care Policy
- NNN, EREA, Volunteer's Policy
- NNN, EREA, Grievance and Complaints Procedures
- NNN, EREA, Recruitment Policy and Procedures

