



ADULT CODE OF CONDUCT



Adventist Education
New South Wales



This Child Safe Adult Code of Conduct outlines appropriate standards of behaviour for all adults in the School/College environment towards students. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School/College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the School/College's policy that any and all objectively observable behaviour that breaches the Child Safe Adult Code of Conduct is a child safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority. For more information, refer to another public facing document called [Responding to and Reporting Child Safety Incidents or Concerns](#).

The School/College reviews the Child Safe Adult Code of Conduct annually. The Board of Directors has endorsed this Child Safe Adult Code of Conduct.

Our Child Safe Adult Code of Conduct is published on our public website.

Our Child Safe Program also includes Professional Boundaries of Staff policy that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at Seventh-day Adventist Schools (NSW).



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The Child Safe Adult Code of Conduct applies to:

- 1 the Principal and the Leadership Team
- 2 all staff members, including non-teaching Staff and temporary or casual Staff
- 3 all Volunteers
- 4 all Contractors
- 5 External Education Providers
- 6 teaching students on placement at the School/College
- 7 parents/carers and other adult family members of students
- 8 visitors.

This group is together referred to as “the School/College Community” for the purposes of this Code.

The Child Safe Adult Code of Conduct applies in all School/College environments. School/College environments include both physical and online environments, as well as any environment (including those outside the School/College’s grounds) where School/College-related activities are occurring.

Each member of the School/College Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour.



Do:

- ✓ Uphold and act in accordance with Seventh-day Adventist Schools (NSW) Statement of Commitment to Child Safety and Wellbeing at all times.
- ✓ Comply with applicable guidelines published by the School/College with respect to child safety, such as the Staff and Student Professional Boundaries policy.
- ✓ Behave as a positive role model to students.
- ✓ Promote the safety, welfare and wellbeing of students.
- ✓ Be vigilant and proactive with regard to child safety and protection issues.
- ✓ Provide age-appropriate supervision for students.
- ✓ Treat all students with respect.
- ✓ Promote the safety, participation and empowerment of students with a disability.
- ✓ Promote the cultural safety, participation and empowerment of linguistically and/or culturally diverse students and Aboriginal and Torres Strait Islander students.
- ✓ Use positive and affirming language towards students.
- ✓ Encourage students to 'have a say' and participate, then listen to them with respect.
- ✓ Respect cultural, religious and political differences.
- ✓ Help provide an open, safe and supportive environment for all students to interact, and socialise.
- ✓ Intervene when students are engaging in bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.
- ✓ Ensure as far as practicable that adults are not left alone with a child.



- ✓ Report any breaches of this Child Safe Adult Code of Conduct.
- ✓ Report concerns about child safety to one of the School/College's Child Safety Advocates and ensure that your legal obligations to report child abuse or other harm externally are met.
- ✓ Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe.
- ✓ Call the Police on 000 if you have immediate concerns for a student's safety.
- ✓ Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do Not:

- ✗ Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- ✗ Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- ✗ Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- ✗ Engage in open discussions of an adult nature in the presence of students.
- ✗ Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- ✗ Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- ✗ Engage in any form of physical violence towards a student including inappropriately rough physical play.



- ✘ Use physical means or corporal punishment to discipline or control a student.
- ✘ Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- ✘ Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- ✘ Engage in undisclosed private meetings with a student who is not your own child.
- ✘ Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- ✘ Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- ✘ Post identifying information about a student online unless it is necessary for the School/College's activities or you have consent from the student and/or their parent/carer. Identifying information includes things such as the student's full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
- ✘ Ignore or disregard any suspected or disclosed child abuse or other harm.

Agreement to the Child Safe Adult Code of Conduct

A copy of the Child Safe Adult Code of Conduct is provided to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the School/College. It is also communicated via refresher training at regular intervals for all Staff, as well as Direct Contact Volunteers and Direct Contact Contractors.

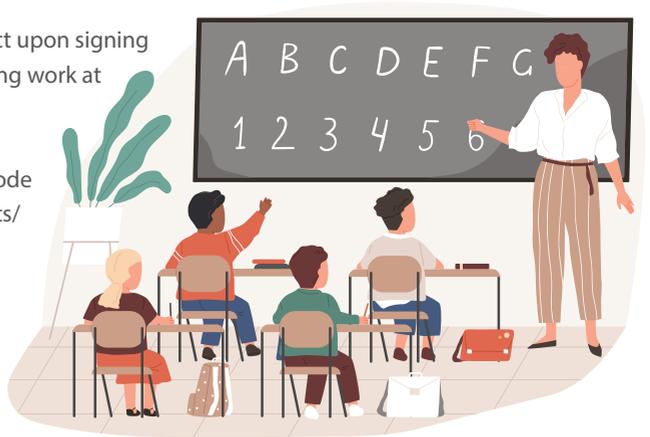
All Staff, and Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Adult Code of Conduct prior to commencing work at the School/College.



The Child Safe Adult Code of Conduct forms part of the contract between the School/College and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the

Child Safe Adult Code of Conduct upon signing the contract or upon commencing work at the School/College.

A copy of the Child Safe Adult Code of Conduct is provided to parents/ carers, who must sign an agreement to abide by the Child Safe Adult Code of Conduct on enrolment.



Consequences for Breaching this Child Safe Adult Code of Conduct

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures including (depending on the severity of the breach):



remedial education



counselling



increased supervision



the restriction of duties



appointment to an alternate role



suspension



in the case of serious breaches, termination of employment, contract or engagement

Where any other member of the School/College community breaches any obligation, duty or responsibility within our Child Safe Adult Code of Conduct, Seventh-day Adventist Schools (NSW) will take appropriate action.



Report Any Concerns

It is the School/College's policy that any breach of the Child Safe Adult Code of Conduct is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally.

Staff who, in good faith, make an internal report alleging a breach of the Child Safe Adult Code of Conduct will be protected from victimisation or other adverse consequences.

Our Child Safe Program includes information for the Leadership Team, Staff, Volunteers and Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to another public facing document called [Responding to and Reporting Child Safety Incidents or Concerns](#).

Students are provided with information about and encouraged to use multiple pathways to report child safety incidents or raise concerns about or at the School/College, including breaches of the Child Safe Adult Code of Conduct. These include informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations. For more information, refer to another public facing document called [Child Safe Complaints Management](#).

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the School/College may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should the school/college and speak with a Child Safe Advocate. If the concern relates



to the Principal, then contact the CEO/Executive Director of Education of the relevant Adventist Schools company.

You can also raise a concern through the School/College's Complaints Handling Guidelines. Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.

