



ST AUGUSTINE'S COLLEGE - SYDNEY

A Catholic school for boys in Years 5 to 12, teaching the Augustinian values of
'Truth, Love & Community'

Child Safety Code of Conduct

This Code of Conduct is informed by the NSW Child Safe Standards and the National Principles for Child Safe Organisations and supports the College's compliance with the Children's Guardian Act 2019 (NSW).

Status	CURRENT
Classification	Child Safeguarding
Established	2022
Last Review	2025
Next Review	2027
Responsibility	Deputy Principal, Students

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

It is the College's policy that any breach of the Child Safety 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.

The College reviews the Child Safety Code of Conduct annually and is updated as required. The College Board has endorsed this Child Safety Code of Conduct.

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

Our Child Safeguarding Program also includes a *Staff and Student Professional Boundaries Policy* that provides detailed guidance for all Staff, Volunteers and Contractors on how to maintain professional boundaries between students and people in positions of trust at St Augustine's College - Sydney.

Scope

The Child Safety Code of Conduct applies to all adults in the College community, including:

- College Board and sub-committee members
- the Principal and the Leadership Team
- all staff members, including non-teaching Staff and temporary or casual Staff



- all Volunteers
- all Contractors
- External Education Providers
- teaching students on placement at the College
- parents/carers and other adult family members of students
- Visitors

together referred to as “the College Community” for the purposes of this Code.

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

Certain staff members, Volunteers and Contractors at the College may have other professional or occupational codes of conduct that regulate their profession or occupation. These staff members, Volunteers and Contractors must comply with these other codes of conduct. If the staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Safety Code of Conduct in a particular matter, the relevant staff member, Volunteer or Contractor must seek advice from their professional or occupational regulatory body and/or a Child Safety Officer, and must advise the Principal of their proposed course of action.

The Child Safety Code of Conduct

Each member of the 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 St Augustine's College - Sydney Child Safeguarding Policy at all times.
- Comply with applicable guidelines published by the 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 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.
- Use inclusive language and behaviour that affirms student identity and promotes belonging.
- Model respectful conflict resolution and emotional regulation in interactions with 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 acting in a humiliating or vilifying way.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Safety Code of Conduct.
- Report concerns about child safety to one of the College's Child Safety Officers 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.
- Respond to disclosures or concerns using a trauma-informed approach, ensuring the student feels safe, heard, and supported.
- 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.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Engage in any form of online grooming, private messaging, or social media interaction with students unless explicitly authorised and documented for educational purposes.
- Invite students into personal spaces (e.g. home, car) or accept such invitations, unless part of a documented and approved College activity with parental consent.
- 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 College's activities or you have consent from the student and/or their parents/carers. 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 Safety Code of Conduct

The College provides a copy of the Child Safety Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the College. The College also communicates it via refresher training at regular intervals for all Staff, as well as relevant Volunteers and Contractors.

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

The Child Safety Code of Conduct forms part of the contract between the 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 Safety Code of Conduct on signing the contract or on commencing work at the College.

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

Consequences for Breaching this Child Safety Code of Conduct

Parents/carers who breach the Code may be subject to restrictions on participation in College activities or, in serious cases, referral to external authorities.

Staff, including the Leadership Team and Principal, Volunteers and Contractors who breach the Child Safety 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 College community breaches any obligation, duty or responsibility within our Child Safety Code of Conduct, St Augustine's College - Sydney will take appropriate action.

Report Any Concerns

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

Staff

It is the College's policy that any breach of the Child Safety 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.

Our Child Safeguarding Program includes information for Staff, Volunteers and Contractors about how to identify key indicators of 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 our *Procedures for Responding to and Reporting Child Safety Incidents or Concerns*.

Students

The College provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns about or at the College, including breaches of the Child Safety Code of Conduct. These include informal and formal ways, and through external child advocacy or child safety organisations. For more information, refer to *Child Safeguarding Complaints Handling Policy*.

Parents/Carers, Family Members or Other Community Members

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 College may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

- the College's Senior Child Safety Officer, by phoning the College or emailing childsafety@saintaug.nsw.edu.au or the Principal
- if the concern relates to the Principal, the Chair of the College Board by email at chairman@saintaug.nsw.edu.au.

Communications will be treated confidentially on a 'need to know basis'.

This Code of Conduct is reviewed biannually and updated in response to changes in legislation, guidance from the Office of the Children's Guardian, and feedback from the College community.