Janet Clarke Hall

The University of Melbourne

CHILD SAFETY CODE OF CONDUCT

All staff, volunteers and contractors of Janet Clarke Hall are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

PURPOSE

The purpose of this code of conduct is to:

- promote child safety in the College;
- set standards about the ways in which individuals working in the College are expected to behave and conduct themselves when interacting with our students;
- outline the possible consequences should this code of conduct be breached.

SCOPE

All individuals who are working or volunteering at Janet Clarke Hall are required to comply with this code of conduct.

Such individuals, referred to as staff, volunteers and contractors in this policy, include those who are:

- directly engaged or employed by Janet Clarke Hall, such as staff, residential and non-residential tutors;
- a College volunteer including College council and committee members, and other individuals who volunteer their time to College pursuits including residential tutor partners or other persons living in residence;
- student volunteers, elected members of the student club executive or leaders of sub committees or other position of leadership within the student body;
- a contracted service provider to the College or associated organisation; or
- a minister of religion.

Janet Clarke Hall is any physical or virtual place made available or authorised by the College for use by a child, and includes:

- College managed online environments including our College email, social media and intranet systems; and

- other locations provided by the College for our student's use, including locations used for College Ball, Dinners, Sporting and Cultural events, and other events.

STANDARDS OF CONDUCT

Janet Clarke Hall staff, tutors and student volunteers charged with positions of leadership are responsible for supporting the safety, participation, wellbeing and empowerment of children and are expected to behave with children by:

- respecting their privacy
- protecting them from violence, abuse, bullying, torment, ridicule and neglect
- respecting the language and customs of their family
- avoiding covert or overt sexual behaviours when interacting with them
- maintaining appropriate physical and emotional boundaries when in their presence
- refraining from using or possessing illegal drugs or being intoxicated when working with them.
- being positive role models
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the emotional, physical, and cultural safety of all children
- immediate reporting any allegations of child abuse to the Principal and/or Vice Principal
- reporting any child safety concerns to the Principal and/or Vice Principal
- responding promptly if an allegation of child abuse is made and as quickly as possible, ensuring that the child(ren) are safe
- encouraging students to have a voice and participate in all relevant college activities where possible, especially on issues that are important to them
- using online contact with students and their families only for educational or relevant college purposes; adhering to the Janet Clarke Hall IT Policy and only from college email accounts.
- adopting practices that assist children to feel safe and protected during sporting and cultural activities, including:

    - using positive reinforcement and avoiding abusive, harassing or discriminatory language
    - protecting students from intimidation, embarrassment, humiliation and harm
    - if physical contact with a student by another student or other adult is necessary during a sport or other cultural activity then

explain the reason for the contact and ask for the student's permission

- avoiding where possible situations where an adult may be alone with a student (child) such as in a bathroom, tutorial room or office with the door closed, bedroom or when the student needs to be transported in a vehicle.

Janet Clarke Hall staff, tutors and students charged with positions of leadership must not engage in specific inappropriate behaviours with children that include but are not limited to the following:

- develop any 'special' relationships with children that could be seen as favouritism(for example, the offering of gifts or special treatment for specific individuals)
- exhibit behaviours with children which may be construed as unnecessarily or inappropriately physical
- put children at risk of abuse
- enter a student's bedroom without permission
- entertain or invite students (children) in their own bedroom or residence.
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language in the presence of children
- provide alcohol to a child or failure to report the consumption of alcohol by the child
- express personal views in a discriminatory or demeaning way on cultures, race or sexuality in the presence of children
- discriminate against any child, because of (but not limited to) culture, race, sex, ethnicity or disability
- initiate contact with a Janet Clarke Hall student or their family outside of our organisation without the relevant Principal's / Vice Principal's knowledge and/or consent (for example, private tutoring) providing that appropriate contact would be accidental contact, such as seeing people in a public place
- violate or compromise their unique position, hold of influence and trust in their relationship with students
- ignore or disregard any suspected or disclosed child abuse.

BREACH OF THIS CODE

Employees and volunteers who breach this code of conduct will be liable to disciplinary action in accordance with Janet Clarke Hall's disciplinary procedures.

Such disciplinary action will be dealt with on a case by case basis and will be at the discretion of the Principal or his delegate.

Contractors, residential partners and volunteers of Janet Clarke Hall who breach this code of conduct may face termination of their engagement with Janet Clarke Hall. Employees of contractors or sub-contractors may also be refused permission to continue working in the college. In appropriate cases, a breach may be referred to the Victoria Police and/or a regulatory body.

IMPLEMENTATION AND REVIEW

The Janet Clarke Hall community will be informed about this policy. It will be publicly available on the Janet Clarke Hall website.

This document will be reviewed December 2017.