

# Janet Clarke Hall

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## The University of Melbourne COLLEGE POLICIES AND PROCEDURES

Document title:	<b>Under 18 Persons Code of Conduct</b>	
Applies to:	Staff, students, Council members and contractors	
Confidentiality:	Not confidential	
Drafted by:	Director of Studies	November 2018
Updated by:	Principal	February 2019
Next Review date:	November 2020 or as required	

**The purpose of this Code of Conduct is to guide employees, volunteers and contractors in their responsibilities regarding the College's policy for working with children, in accordance with the Victorian Government's Ministerial Order 870. Please note that where relevant your employment by the College is bound to acceptance of these instructions.**

### **Under-18 Persons Code of Conduct**

The purpose of this Code is to:

1. Protect Under-18 persons from sexual, physical, psychological and emotional abuse or neglect
2. Promote the safety of Under-18 persons in the College;
3. Set out the appropriate standards of behaviour for adults interacting with Under-18 persons at the College

All staff, students, volunteers and contractors of Janet Clarke Hall are required to observe Under 18 safe principles and expectations for appropriate behaviour towards and in the company of under-18 persons, as noted below.

### **PURPOSE**

The purpose of this code of conduct is to:

- promote safety for under-18 persons 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 reporting obligations and structures
- 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 under 18 persons, 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 persons under 18 and are expected to behave with U-18 persons 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 under-18 persons, particularly if they are telling you that they or another under -18 person has been abused and/or are worried about their safety or the safety of another
- promoting the emotional, physical, and cultural safety of all under-18 persons
- immediate reporting any allegations of abuse of under-18 persons to the Principal and/or Deputy Principal
- reporting any safety concerns of under-18 person to the Principal and/or Deputy Principal
- responding promptly if an allegation of abuse of under-18 persons is made and as quickly as possible, ensuring that the under-18 person(s) 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 under-18 persons 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 (under-18 person) 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, students and volunteers charged with positions of leadership must not engage in specific inappropriate behaviours with under 18 persons that include but are not limited to the following:***

- develop any 'special' relationships with under-18 persons that could be seen as favouritism (for example, the offering of gifts or special treatment for specific individuals)
- exhibit behaviours with under-18 persons which may be construed as unnecessarily or inappropriately physical
- put under-18 persons at risk of abuse
- enter a student's bedroom without permission
- entertain or invite students (under-18 persons) in their own bedroom or residence.
- engage in open discussions of a mature or adult nature in the presence of under-18 persons
- use inappropriate language in the presence of under-18 persons
- provide alcohol to a under-18 persons or failure to report the consumption of alcohol by under-18 persons
- express personal views in a discriminatory or demeaning way on cultures, race or sexuality in the presence of under-18 persons
- discriminate against any under-18 persons 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 / Deputy 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 abuse of a person under the age of 18.

## **REPORTING**

Any person involved with the College, including parents/carers, Under-18 persons, students, staff members, volunteers or elected student leaders or persons from External Groups may report child safety concerns to the College Principal, Deputy Principal or Under-18 person Safety Officer /SAFE Coordinator, including:

- disclosure of child abuse or harm, including sexual misconduct or offences, grooming,
- 'sexting' or inappropriate cyber communication or inappropriate physical contact with an Under-18 person
- other conduct that crosses professional boundaries concerning Under-18 persons
- allegations, suspicions or observations
- breach of the Code of Conduct
- other environmental safety issues

The College Principal or Under- 18 person Safety Officer / SAFE Coordinator will:

- offer to support the Under-18 person, the parents, the person who reports the incident and the accused person;
- initiate internal processes to ensure the safety of the Under-18 person;
- clarify the nature of the complaint and commence any disciplinary process (if required);
- decide, in accordance with legal requirements and the College's duty of care,
- whether the matter should/must be reported to the police or Child Protection and either make that report themselves or assist another person to make the report as soon as possible if required.

Any allegations of criminal conduct must be reported to Victoria Police as the first priority.

## **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.