



Purpose

Loreto College Ballarat is committed to:

- Zero tolerance of child abuse;
- Listening to and empowering children and young people; and
- Keeping children and young people safe.

Loreto Ministries, in carrying out its governance responsibilities, facilitates and ensures the implementation of child safe policies and codes of conduct across all Loreto schools. Loreto Ministries vests the management of Loreto Schools in the individual School Boards. The Loreto College Ballarat School Board executes its management responsibility through the Principal and the Leadership Team of the College to ensure Loreto College Ballarat is safe for children and young people and is a place where children and young people can flourish.

The Loreto College Ballarat Board has particular responsibilities for safeguarding of children and young people as required by the *Ministerial Order No. 870: [Child Safe Standards – Managing the risk of child abuse in schools](#)* (MO 870). This places accountability for managing the risk of child abuse with the Board. Consistent with MO 870, the Board is required to have appropriate arrangements to regulate the conduct and decisions of school staff for the benefit of its students.

These arrangements include implementing and complying with the Loreto College Ballarat's Child Safe Policies and having clear and comprehensive procedures and reporting mechanisms. The objective is for the Loreto College Ballarat Board, Principal, Leadership Team, and the wider school community to be confident in the school's capacity to make and implement appropriate decisions, with child safety front of mind.

As partners with parents/carers, in Catholic education and open to God's presence, Loreto College Ballarat pursue fullness of life for all students and the school communities. The schools ensure the care, wellbeing, and protection of its students in keeping with the Catholic tradition, which celebrates the sanctity and unique dignity of each person.

This Code of Conduct has a specific focus on safeguarding children and young people against sexual, physical, psychological, and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, external providers and contractors, clergy and school advisory council members of the school are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion, and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.



Acceptable Behaviours

All staff, volunteers, external providers, contractors, visitors, clergy, and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the college's statement of commitment to child safety at all times
- taking all reasonable steps to protect children/young people from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children/young people, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child/young person
- promoting the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children/young people (for example, by never questioning an Aboriginal and Torres Strait Islander child's/young person's self-identification)
- promoting the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation, and empowerment of children/young people with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child/young person
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren)/young person(s) are safe
- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher



Unacceptable Behaviours

All staff, volunteers, external providers and contractors, clergy and school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children/young person that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children/young people)
- exhibit behaviours with children/young people which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children/young people at risk of abuse (for example, interacting with students in an unsupervised space or one to one online live environment)
- initiate unnecessary physical contact with children/young people or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children/young people (for example, personal social activities)
- use inappropriate language in the presence of children/young people
- express personal views on cultures, race, or sexuality in the presence of children/young people
- discriminate against any child/young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability
- have contact with a child/young person or their family outside of school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching), or without a valid context. Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child/young person (including by social media, email, instant messaging etc) or their family (unless necessary e.g., by providing families with e-newsletters or assisting students with their schoolwork) without a valid context (e.g., a familial relationship exists)
- without a valid context use any personal communication channels/device such as a personal email account for contact with students
- without a valid context exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child/young person without the consent of the individual and parents/carers
- work with children/young people whilst under the influence of alcohol or illegal drugs (face to face or online)



- consume illegal drugs at school or at school events in the presence of children/young people (face to face or online)
- consume alcohol at school or at school events in the presence of children/young people, other than where the Principal has given explicit approval to drink moderately (example Yr. 12 Graduation) (face to face or online)

Statement of Commitment

I, _____, as an employee, volunteer, or contractor of Loreto College Ballarat, acknowledge and declare that I will abide by the Loreto College Ballarat's Safeguarding Children and Young People: Code of Conduct which I have read and understood.

Name:	Signature:	Date:

Sighted by (Nominated Officer of Loreto College Ballarat)

Name:	Signature:	Date: