Sacred Heart is a welcoming and inter-connected Catholic Community. We provide a learning environment which strives for excellence and is committed to the achievement of all.

Sacred Heart is a Catholic Primary School that has educated students in the Morwell parish for over 130 years. The school is committed to following the words of Jesus who said, “...learn from me; for I am gentle and humble in heart” (Mt 11:29).

As such, we are a Catholic community that values and celebrates the individual differences in every member of the community.

As such we value lifelong learning and celebrate the individuality of every member of the community

We are committed to:

- Our relationship with God needs to be given time to develop and flourish.
- Social and emotional wellbeing is at the core of all learning.
- Everyone has a right to an education that allows for collaboration, flexibility and individuality.

**Purpose**

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

All staff, volunteers, contractors, clergy and board/school council members at Sacred Heart Catholic Primary 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.

**Principles for adult behaviour at Sacred Heart Primary School**

- The adult/student relationship should be professional at all times.
- An adult’s response to a student’s behaviour or circumstances should be commensurate with the age and vulnerability of the student and the adult’s responsibility for the care, safety and welfare of the child.
- An adult should not be alone with a student unless there is a line of sight to other adults.
- An adult should not initiate or seek physical contact or contact with students outside school.
Acceptable behaviours

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

- Adhering to the school’s child safe policy and upholding the school’s statement of commitment to child safety at all times.
- Taking all reasonable steps to protect students from abuse.
- Treat everyone in the school community with respect.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they, or another student has been abused, or that they are worried about their safety/the safety of another student.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students.
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds.
- Promoting the safety, participation and empowerment of students with a disability.
- Ensuring as far as practicable that adults are not alone with a student.
- Reporting any allegations of child abuse and/or child safety concerns to the school’s leadership.
- Ensuring as quickly as possible that students are safe, if any allegations of child abuse has been made.
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958 (Vic)*.
- Reporting to the appropriate authority (e.g. VIT) committals, convictions or allegations relating to a child safety matter.
- Ensuring that they have a current Working With Children Check (WWCC) or Police Check whilst working with students or working as a contractor within the school grounds.
- Ensuring as much as practicable, that photographs of students are only taken with school portable devices and these images are stored on the school’s internal server and deleted from all portable devices as soon as possible.

Unacceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members must not:

- Ignore or disregard any suspected or disclosed child abuse.
- Develop any “special” relationships with students that could be seen as favouritism (refer to Sacred Heart Primary School’s Grooming Policy).
- Exhibit behaviours with students which may be construed as unnecessarily physical.
- Put students at risk of abuse.
- Initiate unnecessary physical contact with students or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in open discussion of a mature or adult nature in the presence of students.
- Use inappropriate language in the presence of students.
- Express personal views on cultures, race or sexuality in the presence of students.
- Discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
Sacred Heart School, Morwell

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- Staff and clergy must not have contact with a student outside of school without the school’s leadership knowledge and/or consent to the governing authorities (e.g. unauthorised after hour tutoring, private instrumental/other lessons or sports coaching). Accidental contact such as seeing people in the street or social contact through family or friends of staff who are also part of the school community is appropriate.
- Staff and clergy must not have any online contact with a student, (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 school work), unless special circumstances exist (refer to Sacred Heart Primary School Social Media Policy).
- Staff and clergy must not use any personal communication channels/devices such as a personal email account with students.
- Staff and clergy must not exchange personal contact details such as phone number, social networking sites or personal email with students and families unless special circumstances exist (refer to Sacred Heart Primary School Social Media Policy).
- Photograph or video a student without consent of parent or guardian.
- Work with students while affected by alcohol or illicit drugs.
- Staff and Clergy must not consume alcohol in the presence of students.
- Use illicit drugs at school or in the presence of school children.
- Use a personal mobile phone or device whilst in the act of teaching or supervising children.

At present I am involved in the following activities which may bring me in contact with students from Sacred Heart Primary School outside school hours:
I _____________________________________________ confirm I have read and understood the above code of conduct and have been provided with a copy for my records. I am aware that any breach of this code will result in a consequence which may affect my employment or opportunity to volunteer at Sacred Heart Primary School.

Signed:_______________________________ Date:__________________