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Dear Volunteer,

The Victorian Government recently introduced new Child Safe Standards along with Ministerial Order No. 870, which set out the minimum requirements for schools in relation to child safety. Child Safe Standard 4 and clause 10 of Ministerial Order No. 870 relates to staff screening, selection, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel, including employees, volunteers and contractors.

In order to meet the Child Safe Standards the school has prepared the following information:

### **Application form**

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. The school takes child safety very seriously and for this reason, volunteers are required to list their entire work history, including any volunteer work, involving children.

To assist the school meeting the Child Safe Standards, could you please complete the attached application form and return it to the school.

### **Pre-engagement Checks**

The *Working with Children Act 2005* (Vic.) requires that any person doing child-related work, must have a valid Working with Children Check (WWCC). The school already requires that all school volunteers are required to apply for and pass a WWCC. There is no change to this requirement.

### **Child Safety Policy and Code of Conduct**

Due to the Governance changes all school policies have now been superseded by the Catholic Education Sandhurst Ltd Policies. The updated Child Safety Policy, Child Safety Code of Conduct and Commitment Statement to Child Safety is attached to this letter. I request that you read through and familiarise yourself with these documents.

We ask that you attend a Volunteer Child Safety session which will provide you with further information on the school's Child Safety Policy, Code of Conduct and commitment to child safety, as well as to answer any questions you may have. It is essential that all volunteers attend a session.

We would like to thank you for your understanding, your commitment to child safety within our school community and for your continued support as a volunteer at St Francis of the Fields Primary School. Our volunteers are integral to the school experience for our students and they provide an important link to the community.

If you have any further questions regarding the policy documents, the Child Safe Standards or this letter please contact us.

**Tim Moloney (Principal)**

8<sup>th</sup> June 2021

# Volunteer Application Form

Thank you for your interest in becoming a volunteer with St Francis of the Fields Primary School. Our volunteers are integral to the school experience for our students and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

## APPLICATION PROCESS

### 1. Application form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. The school takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history, including any volunteer work, involving children.

If you would like to submit your interest for a volunteer role within our school, please complete the application form and return it to us.

### 2. Interview

It is school practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work. It is also an opportunity for the potential volunteer to ask questions about the position and the school in general.

Potential volunteers should bring proof of personal identity to the interview.

### 3. Referee checks

The school takes child safety very seriously and for that reason we make it a practice to conduct referee checks for potential volunteers to assess their suitability to work with children. The referee check is a discussion between the school and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

### 4. Pre-engagement Checks

All volunteers at St Francis of the Fields Primary School are required to apply for and pass a WWCC. If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to the school as soon as practicable.

### Induction

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to the school. The induction process is an opportunity to communicate the school's ethos, policies and procedures to the new volunteer while introducing them to their role and work area.

## Volunteer Application Form

<b>PERSONAL</b>	<b>TITLE</b>	<b>FIRST NAME(S)</b>	<b>LAST NAME</b>
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/>		
	<b>ADDRESS</b>	<b>Suburb/Town</b>	<b>PHONE NUMBERS</b>
		<b>State</b>	<b>Home</b>
	<b>Postcode</b>	<b>Mobile</b>	
		<b>Work</b>	

<b>VOLUNTEER ROLE</b>
<i>Please provide details of the volunteer position(s) that you are interested in.</i>

AVAILABILITY TO VOLUNTEER						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>EDUCATION</b>	<b>TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS</b>

<b>PREVIOUS CHILD-RELATED EMPLOYMENT</b>	<b>EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>	
			<b>FROM</b>	<b>TO</b>
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet.)</i>				

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)</i>				

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
<i>Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point (below):</i>	
I am applying for volunteer work with St Francis of the Fields Primary School.	<input type="checkbox"/>
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	<input type="checkbox"/>
I declare that the information contained in this application is true and correct.	<input type="checkbox"/>
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	<input type="checkbox"/>
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school.	<input type="checkbox"/>
Signature: _____	Date: _____

**Privacy Statement**

The personal information you have provided will help us to assess you as a valued volunteer of our school/college and will be treated as confidential. Information provided by you in this form may be checked by the school/college with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth).

## Description of the Volunteer Role – Volunteer in various activities in the school

Statement of Duties	
<b>Duties</b>	<ol style="list-style-type: none"><li>1. Assisting teachers with school-based tasks, including:<ul style="list-style-type: none"><li>• book covering</li><li>• Library duties</li><li>• Environmental Program activities.</li></ul></li><li>2. Supporting literacy and numeracy activities, including:<ul style="list-style-type: none"><li>• one-on-one reading sessions</li><li>• group reading</li><li>• mathematics activities.</li></ul></li><li>3. Assisting in school canteen duties, such as:<ul style="list-style-type: none"><li>• general food handling</li><li>• serving at the counter</li><li>• wiping down counters</li><li>• washing and putting away utensils</li><li>• general cleaning duties.</li></ul></li><li>4. Assisting school teaching staff in coordinating an excursion including sporting events, tree planting days by:<ul style="list-style-type: none"><li>• supervising students as required</li><li>• praising appropriate behaviour and encouraging modification of inappropriate behaviour</li><li>• modelling acceptable behaviour and language</li><li>• travelling on the bus to and from an excursion.</li></ul></li><li>5. Coaching a Sporting Team:<ul style="list-style-type: none"><li>• supervising students as required</li><li>• taking students to/from toilets, drinking fountains etc.</li><li>• praising appropriate behaviour and encouraging modification of inappropriate behaviour</li><li>• modelling acceptable behaviour and language.</li><li>• setting up and packing away sports equipment</li><li>• encouraging students to participate in activities that promote fitness and development of sporting ability.</li></ul></li><li>6. P&amp;F activities including:<ul style="list-style-type: none"><li>• School fete</li><li>• Assisting with BBQ</li><li>• Mother's Day &amp; Father's Day stall</li><li>• Deb Balls</li><li>• School Disco</li></ul></li><li>7. Other duties as directed.</li></ol>

<b>Selection Criteria</b>	
<b>Commitment to Catholic education</b>	<ul style="list-style-type: none"> <li>• An understanding of and respect for the school values of St Francis of the Fields Primary School</li> </ul>
<b>Child safety</b>	<p>The volunteer must:</p> <ul style="list-style-type: none"> <li>• have experience of working with children</li> <li>• demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• be a suitable person to engage in child-connected work</li> <li>• hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
<b>Skills/attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>• Ability and willingness to accept policy directives</li> <li>• Maturity</li> <li>• Have good, clear communication with the Co-Principals at all times</li> </ul>

## Responsibilities of a Volunteer

### Volunteers should be provided with:

- access to, or a copy of, the school's child-safe policy and code of conduct information on the school's policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer form
- information about communication lines within the school
- appropriate occupational health and safety protection
- suitable assignment
- appropriate work area and equipment for the assignment.

### Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with a school
- undertake work induction and training as required
- comply with the school's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep school matters confidential, including those relating to students
- be committed to the school's aims and objectives
- inform the Principal when unable to undertake or complete a task
- use appropriate information channels within the school when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the school
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing the school.

I confirm that I have read and understand the responsibilities of a volunteer of the school.

I acknowledge and accept that I have been engaged as a volunteer of the school and that no payment will be made to me by the school.

I understand and accept that the school can cease the volunteering arrangement at any time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# CHILD SAFETY POLICY



St Francis of the Fields Primary School is a Sandhurst Catholic school which operates with the consent of the Bishop of Sandhurst and is owned and operated by Catholic Education Sandhurst Limited (CES). This Policy forms part of the Child Safety Framework which is available at <https://www.sfstrathfieldsaye.catholic.edu.au/>.

## 1. Vision

The vision for Catholic Education Sandhurst Limited (CES Ltd) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

St Francis of the Fields Primary School is committed to the safety of all children and has 'zero tolerance' for child abuse. The importance of embedding a child safe culture across the school is recognised and paramount, as is our commitment to complying with the requirements of The Order.

## 2. Scope

The application of the Child Safe Standards are compulsory standards for Victorian schools to ensure they are well prepared to:

- protect children from abuse
- manage the risk of child abuse
- provide support to a child at risk of child abuse
- respond to incidents and allegations of child abuse

This policy will outline the policy and procedures for implementation of the Child Safe Standards at St Francis of the Fields Primary School.

The CES Ltd Child Safety Framework and incorporated Policies and documents applies at St Francis of the Fields Primary School and includes:

- the principal
- all employees
- contractors
- volunteers
- ministers of religion (clergy), and religious personnel (Brother, Sister, Monk)
- other visitors



- students

This policy should be read in conjunction with following related school policies and procedures:

- Mandatory Reporting Policy
- Reportable Conduct Policy
- PROTECT Responding and Reporting Obligations Policy, and Procedures

### Policy Statement

- The principal is responsible for embedding a culture of child safety at St Francis of the Fields Primary School and ensuring that all staff meet the requirements of CES Ltd.
- St Francis of the Fields Primary School will implement the seven Child Safe Standards and the Principle of Inclusion.

### The Principle of Inclusion

St Francis of the Fields Primary School must take account of and make reasonable efforts to accommodate the diversity of all children in implementing the Child Safe Standards, including (but not limited to) Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

### The Standards

<b>Child Safe Standard 1</b>	Strategies to embed an organisational culture of child safety
<b>Child Safe Standard 2</b>	Child safety policy or statement of commitment to child safety
<b>Child Safe Standard 3</b>	A child safe code of conduct
<b>Child Safe Standard 4</b>	School staff selection, supervision and management practices for a child safe environment
<b>Child Safe Standard 5</b>	Procedures for responding to allegation of suspected child abuse
<b>Child Safe Standard 6</b>	Strategies to identify and reduce or remove the risks of child abuse
<b>Child Safe Standard 7</b>	Strategies to promote child empowerment and participation

CES Ltd is committed to a vision of child safety, and St Francis of the Fields Primary School will adopt the required CES Ltd Child Safety policies and procedures to create and maintain a child safe environment.

St Francis of the Fields Primary School is committed to providing a safe and nurturing environment for all children and young people in its schools and has a zero tolerance for child abuse.

St Francis of the Fields Primary School will, at all times, ensure the ongoing safety and wellbeing of all children and young people is the primary focus of care and decision-making.

St Francis of the Fields Primary School will create and maintain a safe environment and nurturing culture by actively and continually developing and reviewing all policies, processes and practices, informed by emerging thinking and evidence.

St Francis of the Fields Primary School will provide staff and volunteers in the school with training, guidance, resources and be responsible for reviewing the effectiveness of the schools' child safe practices.

St Francis of the Fields Primary School will demonstrate its commitment to child safety through its programs and operations and the principal will monitor the school's adherence to this commitment.

St Francis of the Fields Primary School will support, encourage and enable school staff, parents and children to understand, identify, discuss and report child abuse to ensure child safety in our school.

St Francis of the Fields Primary School will support or assist children who disclose child abuse or are linked to suspected child abuse.

St Francis of the Fields Primary School principal will inform staff and personnel associated with students under their care, including volunteers, contractors and ministers of religion, of the Child Safe Policy and related guidelines and procedures for adherence.

The principal is responsible for ensuring that the school community is informed of the Child Safe Policy and related documents and that these are publicly available and accessible.

At St Francis of the Fields Primary School we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We promote child safety in ways that are readily accessible, easy to understand, and user-friendly to children.

The curriculum design integrates appropriate knowledge and skills to enhance student's understanding of being safe. Teaching and learning strategies that acknowledge and support student voice are implemented.

We have developed appropriate programs about:

- standards of behaviour for students attending our school
- healthy and respectful relationships (including sexuality)
- resilience and
- child abuse awareness and prevention

The principal, staff and volunteers of St Francis of the Fields Primary School will participate in frequent training to ensure the policy is understood.

The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.

Policies and practices demonstrate our compliance with legislative requirements and cooperation with the police, external authorities and human services agencies.

All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity,

dignity and respect.

Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership and our governing body.

Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.

### 3. Related documents

[FORM 1: Commitment Statement to Child Safety](#)

[FORM 3: Child Safety Code of Conduct](#)

[FORM 4: PROTECT Responding and Reporting Obligations Policy](#)

[FORM 5: PROTECT Responding & Reporting Obligations Procedures](#)

[FORM 6: Mandatory Reporting Policy](#)

[FORM 7: Police and DFFH Interview Protocol](#)

[FORM 8: Child Safe Standards Implementation in Schools Checklist](#)

[FORM 9: Reportable Conduct Scheme Policy](#)

[FORM 10: Child Safety Risk Management](#)

[CECV Guidelines on the Employment of Staff in Catholic Schools](#)

[CECV Guidelines on the Engagement of Volunteers in Catholic Schools](#)

[CECV Guidelines on the Engagement of Contractors in Catholic Schools](#)

[CECV NDIS/External Providers: Guidelines for Schools](#)

[CECV Positive Behaviour Guidelines](#)

### 4. Resources

- [VRQA - Child Safe Standards](#)
- [CECV - Child Safety](#)
- [DET - Child Safe Standards](#)
- [DET - PROTECT](#)
- [CCYP - Reportable Conduct](#)

### 5. Relevant Legislation

- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Education and Training Reform Act 2006 (Vic)*
- Ministerial Order 870 — *Child Safe Standards — Managing the risk of child abuse in schools*



# CHILD SAFETY CODE OF CONDUCT POLICY



CES Ltd is committed to the safety of all children and has 'zero tolerance' for child abuse.

CES Ltd recognises the importance of embedding a child safe culture across the organisation and is committed to ensuring each Sandhurst Catholic School operates in compliance with the requirements of Ministerial Order 870 – Child Safe Standards (Ministerial Order 870).

The Catholic Education Office (CEO) is the leadership and management arm of CES Ltd and is delegated responsibility for leading and guiding Sandhurst Catholic Schools. It also provides guidance, support, and advice to the four non-diocesan secondary colleges, but does not have authority to manage these schools.

## 1. Vision

The vision for Catholic Education Sandhurst Limited (CES Ltd) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

## 2. Purpose

A Child Safety Code of Conduct has a specific focus on promoting child safety at CES Ltd and safeguarding children and young people against all forms of abuse as defined under Ministerial Order 870. Child abuse is defined in section 3 of the *Child Wellbeing and Safety Act 2005 (Vic)* as including:

- any act committed against a child involving a sexual offence or a grooming offence under section 49M(1) of the *Crimes Act 1958 (Vic)*
- the infliction of physical violence or serious emotional or psychological harm
- the serious neglect of a child.

A child is defined by the *Child Wellbeing and Safety Act 2005 (Vic)* as a person who is under the age of 18 years.

The purpose of the Child Safety Code of Conduct is to identify appropriate and inappropriate behaviour with children in a school environment. The objective is to guide all CES Ltd staff in identifying and regulating their own behaviour and the behaviour of other staff, and to protect children from abuse in the school environment.

The Code should be read in conjunction with the CES Ltd Commitment Statement to Child Safety and other child safety policies and procedures.

The Code is intended to complement Ministerial Order 870, child protection legislation, mandatory reporting and other reporting requirements and the Victorian Institute of Teaching (VIT) Codes of Conduct as these apply to staff and personnel.

### 3. Scope

This Code applies to all CES Ltd staff who are:

- directly engaged or employed by CES Ltd (includes Board, Committees, and School Advisory Council members)
- a volunteer or a contracted service provider
- a minister of religion (clergy), and religious personnel (Brother, Sister, Monk)

It applies to all aspects of a staff member's engagement with Sandhurst Catholic school students at any Sandhurst Catholic School, including students aged 18 and over.

This Code applies regardless of:

- the location of where an interaction occurs, whether during or outside school grounds or during or outside school hours
- whether the interaction occurs in person or online
- a student's age
- a student's consent
- the consent of parents/guardians and families
- circumstances in which a student initiates an interaction or relationship between the Worker and the student.

### 4. Acceptable and Unacceptable Behaviours

#### Acceptable behaviours

All staff are responsible for supporting the safety of children by:

- adhering to and upholding the CES Ltd Commitment Statement to Child Safety and other child safety policies and procedures at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the CES Ltd community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, 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
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child'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 with a disability (for example, during personal care activities)
- ensuring as far as practicable that staff are not alone with a student
- reporting any allegations of child abuse to the CES Ltd Executive Leadership Team, a principal, or a Child Safety Officer in accordance with Responding and Reporting Obligations Policy, and Procedures
- understanding and complying with all reporting obligations as they relate to mandatory reporting and also reporting under the *Crimes Act 1958* (Vic)
- reporting any child safety concerns to the school's leadership or a Child Safety Officer
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- being vigilant and taking all reasonable steps to protect the students in CES's care from abuse or harm

- abiding by professional boundaries, acknowledging that interactions with students by their very nature are open to scrutiny
- respecting the language, customs, religions and cultures of a student
- reporting any suspected breach of this Code by any other staff to the principal or another member of the school leadership team
- if an allegation of child abuse is made, ensuring as quickly as possible that the students are safe, in accordance with the CES Ltd policies and procedures
- respecting the confidentiality and privacy of students and acting in accordance with the CES Limited Privacy Policy
- only interacting with students online using CES Ltd technology systems and only in connection with their role at CES Ltd
- immediately notifying CES Ltd if they become the subject of any child safety investigation or become charged with any offence related to child safety
- complying with their professional and employment obligations, including any other relevant professional or occupational code of conduct such as the VIT Code of Conduct
- developing and exercising prudent judgment and sensitivity regarding appropriate physical interactions and only engaging in physical interactions with students where it may be necessary, a required part of the educative process or beneficial and/or supportive
- complying with any lawful and reasonable direction by CES Ltd
- cooperating with any child safety investigation by CES Ltd or any regulatory authority.

## Unacceptable behaviours

### All staff must not:

- engage in any form of child abuse, including behaviour that could constitute grooming
- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with students that could be seen as favouritism, including but not limited to:
  - the offering of gifts or special treatment for specific student;
  - attending parties or socialising with students outside organised CES Ltd events without the knowledge of the principal
  - sharing personal details about their private life with students
  - meeting with students outside of school hours without permission from CES Ltd
- exhibit behaviours with students which may be construed as unnecessarily physical (for example, sitting on laps, massages)
  - put students at risk of abuse (for example, by locking doors)
  - initiate unnecessary physical contact with a student or do things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of students (for example, personal social activities)
- use inappropriate language in the presence of students
- express personal views on cultures, race or sexuality in the presence of students
- have contact with a student or their family outside of school without CES Ltd knowledge and/or consent (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate

- have any online contact with a student (including by social media, email, instant messaging etc.) or their family (unless necessary for work purposes e.g. by providing families with e-news letters or assisting students with their school work); become 'friends' with, follow or add a student on any social media platform
- exchange personal contact details with a student such as phone number, social networking sites or email addresses
- photograph or video a student without the consent of the parent or guardians;
- engage in conduct towards or in the presence of a student that suggests contempt, ridicule or intolerance, including because of the student's or another person's race, culture, religion, gender, sexuality or disability
- share or request any photographs, videos, recordings or personal information about students without CES Ltd consent, including on any of their own social media platforms
- work with a student while under the influence of alcohol or illegal drugs or consume alcohol or drugs at school or at school events in the presence of children.

## Teachers

Teachers are also required to abide by the principles relating to relationships with students as set out in the Victorian Teaching Profession Code of Conduct published by the Victorian Institute of Teaching. These principles include:

- knowing their students well, respecting their individual differences and catering for their individual abilities
- work to create an environment which promotes mutual respect
- model and engage in respectful and impartial language
- protect students from intimidation, embarrassment, humiliation and harm
- respect a student's privacy in sensitive matters
- interact with students without displaying bias or preference
- do not violate or compromise the unique position that a teacher holds of influence and trust in their relationship students.

## School counsellors

In their dealings with students, school counsellors and psychologists should also take into account their professional obligations as set out in a code of ethics or practice to which they are bound, including because of their membership of:

- The Australian Psychological Society
- Australian Counselling Association

## Sports and recreation

Coaches, staff members and volunteers involved in coaching, training or assisting students during sporting and recreation activities should adopt practices that assist children to feel safe and protected, including:

- using positive reinforcement and avoiding abusive, harassing or discriminatory language
- coaching students to be 'good sports'
- if physical contact with a student by a coach or other adult is necessary during a sport or other recreational activity then explain the reason for the contact and ask for the student's permission
- avoid where possible situations where an adult may be alone with a student such as in a dressing or change room, first aid room, dormitory or when the student needs to be transported in a vehicle.

## Policy Compliance

All staff at St Francis of the Fields Primary School receive a copy of this Code when they are appointed to the school. They are expected to read and be familiar with its content. The Code will be included in the Induction program for new staff and all staff will be briefed on the Code during staff meetings during the year.

A copy of the Code will be included in the Staff Handbook.

## Breach of this Code

Staff that breach this Code may be subject to disciplinary action, including and up to termination of their employment or engagement.

Individuals that are aware of a suspected breach of this Code should refer to Responding and Reporting Obligations Policy, and Procedure, and can make a report to the appropriate member of the CES Ltd Executive Leadership Team or Sandhurst Catholic school Principal in the first instance. All reports will be treated confidentiality.

The appropriate member of the CES Ltd Executive Leadership Team is also required to report to the VIT any charges, committals for trial or convictions concerning in relation to a sexual offence by a registered teacher or certain allegations or concerns about a registered teacher.

I, \_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct and will abide by it.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Occupational Health & Safety Agreed Practice

## VISION STATEMENT

At St. Francis of the Fields Primary School, we strive to be a community where: parents, students and staff work cooperatively to provide a safe and supportive learning environment.

## 1. INTRODUCTION

As stated in the school's Mission Statement, St. Francis of the Fields Primary School is committed to maintaining a safe working environment. It is the Policy of the school to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, contractors and other visitors to the school site.

To achieve a healthy working environment, St. Francis of the Fields Primary School has in place several procedures in accordance with the Occupational Health and Safety Act of 2004, which should be followed, to ensure that the workplace remains safe. These procedures include:

- Evacuation procedure;
- Emergency procedures;
- Induction of new staff procedure;
- Contractor induction/management procedure;
- Handling, storage and disposal of chemicals;
- Hazard reporting;
- Non-smoking Policy;
- School Safety Auditing procedures;
- Student and Staff Welfare procedures; and
- Purchasing guidelines.

## 2. RESPONSIBILITIES OF LEADERSHIP

The responsibilities of leadership are as follows:

- Provide and maintain so far as practicable for employees a working environment that is safe and without risks to health;
  - Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
  - Ensure that the relevant Act and Regulations that apply to working conditions and work environment are observed and enforced;
  - Encourage consultation in addressing safety issues;
  - Design, purchase, install and maintain safe machinery and maintain a safe site;
  - Develop and implement safe systems of work;
-

- Provide adequate safety information, training and supervision; and
- Put in place formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.

### **3. RESPONSIBILITIES OF EMPLOYEES IN LEADERSHIP POSITIONS**

Employees in leadership positions have the following responsibilities in addition to their responsibilities as employees of the school/college:

- Ensure that the area in which they work is safe and without risks to health;
- Identify any unsafe or unhealthy conditions or behaviour;
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health; and
- Attempt to remedy all problems related to occupational health and safety. If unable to rectify the problem, consult with the Health and Safety Representative and/or management representative.

### **4. RESPONSIBILITIES OF EMPLOYEES**

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace;
- Adhere to safe work procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not willfully place at risk the health and safety of any other person in the workforce.

#### **REVIEW:**

This Agreed Practice will be reviewed in line with the School's Review Cycle, or as required to ensure it is adequately addressing this issue.

## Record of Interview with a Volunteer

The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the volunteer position and the school in general.

Where the interview is for a specific task/job, there should be a discussion of the role and responsibilities, using the description of the volunteer role and Responsibilities of Volunteer form as a base.

<b>Background Details</b>	
Name:	
Interviewer:	
Date of Interview:	
<b>General Questions</b>	
Why are you interested in volunteer work?	
Why are you interested in volunteer work at our school?	
Do you have a preference for the type of volunteer work you would like to undertake?	
<b>Child Safety</b>	
Can you tell me why you want to work with children?	
Can you tell me about a time when you worked with a child you found difficult and how you dealt with it?	
Can you outline to me your understanding of professional boundaries with students?	
<b>General Comments</b>	
Are there any additional comments you wish to make in relation to your application for volunteer work?	
<b>Declaration</b>	
Name of Interviewer:	
Date of Referee Check:	