

CHILD SAFETY AND WELLBEING PROCEDURE

This *Child Safety and Wellbeing Procedure* (Procedure) must be followed to support the implementation of the *Child Safety and Wellbeing Policy*.

1.0 PURPOSE

The purpose of this Procedure is to outline how St Brendan's Catholic Primary School, Lakes Entrance (the School) implements its *Child Safety and Wellbeing Policy* (Policy) by setting out clear roles, responsibilities and actions to prevent child abuse, respond to concerns, and promote the safety, wellbeing and inclusion of all children and students.

This Procedure supports compliance with Ministerial Order No. 1359 (Child Safe Standards) and ensures that child safety and wellbeing are embedded in everyday school practices and decision making.

2.0 SCOPE

This Procedure is informed by the *Child Safety and Wellbeing Policy*.

This Procedure applies to all school staff, volunteers, contractors, School Advisory Committee members, service providers and any other adults who work with or have contact with children and students at the School.

It applies across all school operations and environments, including on school premises, during school activities, camps and excursions, online and digital environments, and any other settings where the School has responsibility for child safety and wellbeing.

This procedure supports the implementation of the *School's Child Safety and Wellbeing Policy* and ensures compliance with Ministerial Order No. 1359 (Child Safe Standards).

3.0 CONTEXT

Our School is committed to providing a safe, inclusive and nurturing environment where the dignity and wellbeing of every child is upheld.

At St Brendan's Catholic Primary School, we recognise that child safety is a shared responsibility and requires a proactive, whole school approach embedded in our leadership, governance, policies and daily practices.

Our procedures are designed to prevent harm, respond effectively to concerns and uphold the rights of all children.

Our Child Safety and Wellbeing Procedure includes:

- Child Safety Culture and Leadership:
School leaders and staff actively promote and model a strong commitment to child safety. Child Safety and wellbeing are embedded in all decision-making, and staff are supported to understand their roles and responsibilities in protecting children.
- Child Safety Code of Conduct:
All staff, volunteers and contractors are required to comply with our school's Child Safety Code of Conduct.
- Safe recruitment and screening
- Ongoing training and awareness
- Student Empowerment and participation:
Students are supported to understand their rights, develop protective behaviours, and feel confident to speak up if they feel unsafe. Their voices are valued and considered in decision making processes.
- Reporting and Responding to concerns:
Our school maintains clear procedures for identifying reporting and responding to child safety concerns, including abuse or neglect. All concerns are taken seriously and acted upon promptly in line with legal and diocesan requirements, including mandatory reporting obligations.
- Support for students and families:
Appropriate support is provided to students who are involved in or affected by child safety concerns. Our school works collaboratively with families and relevant external agencies to ensure student wellbeing.
- Risk Management and continuous improvement:
Policies and practises are reviewed to ensure ongoing compliance with Ministerial Order No. 1359 and continuous improvement in child safety.
- Cultural safety and inclusion

Through these procedures, St Brendan's Catholic Primary School aims to create a safe and supportive environment where every child can learn, grow and thrive, knowing they are respected, protected and valued.

4.0 PROCEDURES

4.1 Child Safety Code of Conduct

- 4.1.1 The School provides students with a Child Safety Code of Conduct that clearly sets the boundaries and expectations for appropriate behaviour between adults and

students in all physical and online environments. (see Appendix 1)

- 4.1.2 The School provides parents and carers with a Child Safety Code of Conduct that outlines expected standards of behaviour for adults interacting with students and identifies behaviours that are not acceptable.
- 4.1.3 The School ensures that students are informed about what behaviours are acceptable and unacceptable, so they are clear and confident about what to expect from adults at the School.
- 4.1.4 The Child Safety Code of Conduct includes clear processes for reporting inappropriate behaviour, which are communicated to students, parents, carers, staff and volunteers.

4.2 Managing Risks to Child Safety and Wellbeing

- 4.2.1 The School identifies, assesses and manages risks to child safety and wellbeing across all physical and online school environments.
- 4.2.2 Identified risks are managed through the School's child safety and wellbeing policies, procedures and practices, and through activity-specific risk management processes.
- 4.2.3 Activity-specific risk registers are developed and maintained for higher-risk activities and settings, including but not limited to:
 - school camps and excursions
 - off-site activities
 - facilities, programs and services provided by third-party providers for student use.
- 4.2.4 The School maintains a Child Safety Risk Register to:
 - record identified risks related to child abuse and harm
 - document controls and actions implemented to manage those risks.
- 4.2.5 The School Leadership Team monitors and evaluates the effectiveness of risk controls recorded in the Child Safety Risk Register at least annually, and following any significant child safety incident or identified emerging risk.
- 4.2.6 St Brendan's Child Safety Champions meet each term to discuss all school related child safety matters. They review the Child Safety Risk Register and consider upcoming events. Information is shared during regular staff meetings and at School Advisory Committee meetings.

4.3 Establishing a Culturally Safe Environment

- 4.3.1 The School embeds a culturally safe environment within leadership, governance and school culture by respecting and celebrating Aboriginal and Torres Strait Islander peoples' histories, cultures, values and practices through the work of our Reconciliation Action Plan meetings which take place twice termly. The RAP team considers the education of indigenous history and culture at our school and other ways of being more inclusive. Our school Indigenous Education Officer plays a

significant role in leading this work.

- 4.3.2 The School implements practices that recognise and support the relationship between culture, identity and cultural safety for Aboriginal and Torres Strait Islander students through our educational practice and the work of the St Brendan's Catholic Primary School Indigenous Education Officer.
- 4.3.3 The School supports students to express their cultural and spiritual identity in a safe and inclusive manner through ensuring our staff take part in regular professional learning centred around indigenous culture, history and perspective.
- 4.3.4 The School provides opportunities for Aboriginal and Torres Strait Islander students, families and local Aboriginal communities to participate in and influence school planning procedures and activities through working with the Diocesan Indigenous Education officer, invitation to relevant events and working with local elders to conduct ceremonies such as our annual smoking ceremony .
- 4.3.5 The School has developed the following strategies to promote cultural safety in our school community:
 - Conducting weekly indigenous education sessions with our Indigenous Education Officer
 - Though the creation and display of significant Indigenous Identity markers

4.4 Student Voice and Empowerment

- 4.4.1 The School creates and maintains an inclusive and supportive environment that encourages students and families to contribute to the School's child safety approach and understand their rights and responsibilities through constant advertisement of child safety practices and through regular surveys relating to child safety concerns.
- 4.4.2 The School implements strategies to ensure that all student voices are heard, including the voices of students who may find it harder to speak up or be heard through surveys and small group discussions with the Student Wellbeing Officer.
- 4.4.3 The School supports students to feel safe and confident to speak up by recognising and responding to diverse forms of communication, including verbal and non-verbal cues, behaviour, play, drawings and body language.
- 4.4.4 The School empowers all students to express their views, contribute to school life and provide feedback on school-wide decisions through student leadership opportunities and student lead discussions.
- 4.4.5 The School considers student views when making decisions, including during the development and implementation of child friendly policy and procedures.
- 4.4.6 The School reinforces respectful relationships between students and promotes peer support and a sense of belonging through whole-school approaches such as behaviour support frameworks, codes of conduct and school values through our Whole School Approach to Positive Behaviour Support.
- 4.4.7 The School informs students of their rights and builds their skills and confidence to recognise unsafe situations, speak up and act on concerns relating to themselves or their peers through education using the Resilience, Rights and

Respectful Relationships and The Resilience Project curriculum.

- 4.4.8 The School ensures students know who to speak to if they feel worried or unsafe and provides accessible information to students and families about how to report concerns through ensuring all students can name three trusted adults to communicate through.
- 4.4.9 When responding to complaints or concerns, the School listens to and takes seriously the complainant's account, checks understanding, supports the student, and keeps the student and their parents or carers informed of progress, as appropriate.
- 4.4.10 St Brendan's Catholic Primary School engages with resources such as Inform and Empower Cyber Safety Education and A Day For Daniel Foundation to teach child safe practices.

4.5 Family Engagement

- 4.5.1 The School's families and the school community have an important role in monitoring and promoting children's safety and wellbeing, and helping children to raise any concerns.
- 4.5.2 To support family engagement, at the School we are committed to providing families and community with accessible information about our school's child safe policies and practices, and involving them in our approach to child safety and wellbeing.
- 4.5.3 The School creates opportunities for families to have input into the development and review of its child safety policies and practices and encourages them to raise any concerns and ideas for improvement.
- 4.5.4 The School does this by:
Annual parent surveys, newsletters, notifications on PAM, and School Advisory Committee meetings.
- 4.5.5 As above.
- 4.5.6 Ensuring all our child safety policies and procedures will be available for students and parents/guardians/carers at www.lakesent.catholic.edu.au
- 4.5.7 Newsletters or the SIMON Everywhere App PAM inform families and the school community of any significant updates to the School's child safety policies or processes and strategies or initiatives that we are taking to ensure student safety.
- 4.5.8 PROTECT Child Safety posters are displayed across the school in the library, staff room and Block B and C.
- 4.5.9 St Brendan's conducts annual Cyber Safety Parent workshops and members of the Victorian Police force attend to deliver the ThinkUKnow program.

4.6 Diversity and Equity

- 4.6.1 As a child safe organisation, the School celebrates the rich diversity of its students, families and community, and promotes respectful environments that are free from discrimination by celebrating cultural events such as Harmony Day. St Brendan's CPS has a student Cultural Diversity Leader to help raise awareness about being an

inclusive society. The School's focus is on wellbeing and growth for all.

- 4.6.2 The School recognises that every child has unique skills, strengths and experiences to draw on.
- 4.6.3 The School pays particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:
- Aboriginal and Torres Strait Islander children and young people
 - children from culturally and linguistically diverse backgrounds
 - children unable to live at home or impacted by family violence
 - international students
 - children and young people who identify as LGBTIQ+.
- 4.6.4 St Brendan's Catholic Primary School uses the resources of The Resilience Project, Resilience, Rights and Respectful Relationships, The Sexual Education in Catholic Schools document and Inform and Empower webinars.

4.7 Suitable School Staff and Volunteers

- 4.7.1 At the School, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all school staff, contractors, and volunteers are suitable to work with children.

4.7.2 School Staff Recruitment

- 4.7.3 When recruiting school staff, the School follows the Recruitment and Engagement Policy, Procedure and associated guidelines.
- 4.7.4 When engaging school staff to perform child-related work, the School:
- ensures Child Safety is a key focus in the selection and employment process
 - sights, verifies and records the person's Working with Children clearance (previously called a Working with Children Check or WWCC) evidence or equivalent background check such as a Victorian Institute of Teaching (VIT) registration
 - collects and records:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children
 - references that address suitability for the position and working with children.

4.7.5 School Staff Induction

- 4.7.6 All newly appointed school staff will be expected to participate in the School's Child Safety and Wellbeing induction program. The program will include a focus on the following:
- *Child Safety and Wellbeing Policy* (this document)
 - *Child Safety Code of Conduct*

- *Protection of Children Policy and Procedure*
- *Mandatory Reporting Policy*
- *Guide to Reporting Conduct under the Reportable Conduct Scheme*
- *Child and Family Violence Information Sharing Schemes Policy and Procedure*
- Any other child safety and wellbeing information that DOSCEL and/or school leadership considers appropriate to the nature of the role.

4.7.7 Ongoing Supervision and Management of School Staff

- 4.7.8 All school staff engaged in child-connected work are supervised appropriately to ensure that their behaviour towards children is safe and appropriate. Where it is not practical or desirable for school staff such as teachers to be directly supervised in their classrooms, the school has strategies in place to provide support and supervision of these school staff.
- 4.7.9 School staff are monitored and assessed to ensure their continued suitability for child-connected work. This is by ensuring staff complete Mandatory reporting modules and maintain their VIT registration and Working With Children's Check.
- 4.7.10 Inappropriate behaviour towards children and young people is managed promptly and in accordance with the School's and DOSCEL's policies and our legal obligations. Child safety and wellbeing are paramount.
- 4.7.11 St Brendan's Catholic Primary School staff are required to read the Child Safety and Wellbeing Policy annually.

4.7.12 Suitability of Volunteers

- 4.7.13 All volunteers comply with the Recruitment and Engagement Policy which describes how schools must assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

4.8 Child Safety Knowledge, Skills and Awareness

- 4.8.1 Ongoing training and education are essential to ensuring that school staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.
- 4.8.2 In addition to the child safety and wellbeing induction, our school staff participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.
- 4.8.3 School staff child safety and wellbeing training is delivered at least annually and includes guidance on:
- the School's child safety and wellbeing policies, procedures, codes, and practices
 - completing the *Protecting Children – Mandatory Reporting and Other Legal Obligations* online module annually
 - recognising indicators of child harm including harm caused by other children and students

- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
 - how to build culturally safe environments for children and students
 - information sharing and recordkeeping obligations
 - how to identify and mitigate child safety and wellbeing risks in the school environment.
- 4.8.4 Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, is tailored to specific roles and responsibilities and any identified or emerging needs or issues.
- 4.8.5 All St Brendan's Catholic Primary School staff are training annually in First Aid, Anaphylaxis and Asthma.

4.9 School Advisory Committee training and education

- 4.9.1 The School Advisory Committee is trained at least annually, to ensure it is equipped with the knowledge required to support the Principal in making decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment. Training includes guidance on:
- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
 - child safety and wellbeing risks in our school environment
 - the School's child safety and wellbeing policies, procedures, codes and practices.

4.10 Complaints and Reporting Processes

- 4.10.1 The School fosters a culture that encourages school staff, volunteers, students, parents/guardians/carers and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.
- 4.10.2 The School has clear pathways for raising complaints and concerns and responding, and this is documented in the DOSCEL Complaints and Grievances Management Policy and the school complaint-handling process. The Complaints and Grievances Management Policy and the school complaint-handling process can be found at www.lakesent.catholic.edu.au
- 4.10.3 If there is an incident, disclosure, allegation or suspicion of child abuse, all school staff and volunteers (including School Advisory Committee members) follow DOSCEL policies to address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school. DOSCEL policies followed by school staff are the:
- *Protection of Children Policy and Procedure*
 - *Mandatory Reporting Policy*
 - *Guide to Reporting Conduct under the Reportable Conduct Scheme*

- *Child and Family Violence Information Sharing Schemes Policy and Procedure.*

4.10.4 As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, the School follows:

- the Four Critical Actions for complaints and concerns relating to adult behaviour towards a child
- the Four Critical Actions: Student Sexual Offending for complaints and concerns relating to student sexual offending.
- The Anti-Bullying and Prevention Policy www.lakesent.catholic.edu.au covers complaints and concerns relating to student physical violence or other harmful behaviours.

4.11 Review of Child Safety Practices

- 4.11.1 The School reviews and improves its policy every two years or after any significant child safety incident.
- 4.11.2 The School analyses any complaints, concerns, and safety incidents to improve policy and practice
- 4.11.3 The School acts with transparency and shares pertinent learnings and review outcomes with school staff and the school community.
- 4.11.4 The Child Safety Champions meet each term to revise and update child safety practices in line with the Child Safety standards and our Child Safety Risk Register.

5.0 ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

ROLE	RESPONSIBILITY	ACCOUNTABILITY
DOSCEL Board	• Provide governance oversight for child safety and wellbeing • Ensure child safety is embedded in strategic planning and decision-making • Participate in annual child safety training	Accountable for oversight and assurance that the School complies with Ministerial Order No. 1359
Principal	• Lead the implementation of the Child Safety and Wellbeing Policy and Procedure • Ensure systems, resources and practices support compliance with the Child Safe Standards • Respond to and manage child safety concerns in accordance with legal and policy requirements	Accountable for day-to-day compliance with Ministerial Order No. 1359

ROLE	RESPONSIBILITY	ACCOUNTABILITY
School Leadership Team	- Implement child safety strategies across school operations - Identify, assess and manage child safety and wellbeing risks - Monitor and review the effectiveness of child safety controls	Accountable to the Principal for effective implementation and monitoring
Child Safety Officer / Designated Staff Member	- Act as a point of contact for child safety concerns - Support reporting, record-keeping and information sharing processes - Provide advice to staff and students on child safety matters	Accountable to the Principal for operational child safety support
School Staff	- Uphold the Child Safety Code of Conduct - Participate in child safety training and supervision - Identify and report concerns, suspicions or disclosures of child abuse or harm	Accountable to the Principal for complying with policies, procedures and legal obligations
Volunteers and Contractors	- Comply with the Child Safety Code of Conduct and school procedures - Participate in induction and supervision as required - Report child safety concerns to the School	Accountable to the Principal or delegate for compliance with child safety requirements
Students	- Engage respectfully with others - Participate in student voice and empowerment opportunities - Raise concerns about safety for themselves or others	Supported by the School to exercise their rights safely
Parents / Carers and Families	- Support the School's child safety approach - Engage with policies and procedures - Raise concerns or complaints where required	Shared responsibility for promoting child safety and wellbeing
Diocese of Sale Catholic Education Limited	- Provide policies, procedures, guidance and training - Support schools to meet legal and regulatory obligations	Accountable for system-level support and compliance

6.0 COMMUNICATION

This Procedure is available on the School website and provided to parents upon request.

This Procedure is available to staff through staff portal and staff are annually upskilled in support of the child safety obligations.

7.0 PROCEDURE INFORMATION

Procedure Owner	St Brendan's Catholic Primary School, Lakes Entrance
Approving Authority	Principal
Risk Rating	Medium
Implementation	March 2026
Review Date	2028



APPENDIX 1 – EXAMPLES CODES OF CONDUCT

Insert School Letterhead

CHILD SAFETY CODE OF CONDUCT

St Brendan's Catholic Primary School, Lakes Entrance

INTRODUCTION

This Child Safety Code of Conduct applies to St Brendan's Catholic Primary School, Lakes Entrance.

Central to the mission of **#Insert school name#** is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All school staff, volunteers, contractors, clergy, School Advisory Committee members and any other adult involved in child-connected work at insert school name must follow the Child Safety Code of Conduct. They are also 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.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, school camps and excursions).

ACCEPTABLE BEHAVIOURS

At **insert school name**, all school staff, volunteers, contractors, clergy, School Advisory Committee members and any other member of our school community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- upholding our **insert school name** commitment to child safety at all times and adhering to Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities

- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender, intersex, queer/questioning and/or asexual (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another responsible adult
- reporting any allegations of child abuse or other child safety concerns to insert the position title or the name of your Child Safety Champion [or other position title] if someone has been assigned to this role
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in accordance with the Four Critical Actions for Schools and the following the:
 - Protection of Children Policy
 - Mandatory Reporting Policy
 - Guide to Reporting Conduct under the Reportable Conduct Scheme
 - Child and Family Violence Information Sharing Schemes

if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

UNACCEPTABLE BEHAVIOURS

At [insert school name], all school staff, volunteers, contractors, clergy, School Advisory Committee members and member of our school community involved in child-connected work must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter and when principal and parental permission has been sought

- photograph or video a child or student in a school environment except where written consent has been obtained or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and principal and parental permission has been sought.

BREACHES TO THE CHILD SAFETY CODE OF CONDUCT

All **insert school name** school staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code of conduct or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Reportable Conduct Policy and Guide to Reporting Conduct under the Reportable Conduct Scheme and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the **insert school name** Child Safety Code of Conduct must be reported to the principal and **insert name, position, contact details – [as relevant]**.

If the breach or suspected breach relates to the principal, DOSCEL Child Protection on (03) 5622 6600 (DOSCEL office) or email PROTECT@doscel.catholic.edu.au

AUTHORITY, MONITORING AND REPORTING

DOSCEL, a Company incorporated under the *Corporations Act 2001* (Cth.), is the Governing Authority of primary and secondary schools in the Diocese of Sale, excluding Catholic College Sale and Lavalla Catholic College, Traralgon.

The DOSCEL Executive Director is responsible for the management and general administration of DOSCEL schools. Based on the principle of subsidiarity and in keeping with the DOSCEL Delegation Register for Schools, a broad range of duties, functions, powers and authority are delegated to the Principal. This includes the effective implementation of this Child Safety Code of conduct and the compliance obligations outlined in this code of conduct.

However, the DOSCEL Executive Director, remains responsible for monitoring the development and implementation of this code of conduct and for providing reports as required to the Directors of the DOSCEL Board.

The Principal is responsible for:

- ensuring compliance with the obligations outlined in this code of conduct;
- assigning authority, responsibility and accountability at appropriate levels within the school for code of conduct implementation and compliance;
- providing delegated staff with the direction, support and resources necessary to fulfil code of conduct requirements;

- ensuring cyclic reviews of the code of conduct;
- reporting and escalating concerns, issues and code of conduct breaches to the DOSCEL Executive Director, and working collaboratively with the Chief Executive Officer, DOSCEL, to resolve them.

Whilst the Principal will play an important role in effective implementation of this code of conduct and compliance with the Standards, it is noted that responsibility for compliance with the Standards ultimately remains with DOSCEL.

Student Code of Conduct

COMMITMENT TO CHILD SAFETY

The St Brendan's Catholic Primary School, Lakes Entrance (School) holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

INTRODUCTION

The School is committed to providing a respectful learning environment that is safe, positive and supportive for all students of the School.

This Code of Conduct applies to all students of the School at all times of attendance, including during school activities and events. It also applies when representing or acting on behalf of the School.

EXPECTED STUDENT BEHAVIOURS AND CONDUCT

It is expected that each student will:

- uphold the School's Catholic ethos, traditions and practices
- behave in a respectful and courteous manner towards other students, teachers, school staff and all members of the school community, including visitors
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- resolve conflict respectfully, calmly and fairly
- always adhere to all School policies and procedures, including during school activities and events or when representing or acting on behalf of the School
- respect school property and the property of other students, teachers, school staff, and visitors
- actively participate in learning by completing work set by teachers promptly and to the best of their ability
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- dress appropriately by complying with the School uniform or dress code
- value the interests, ability and culture of others
- communicate with other students, teachers and school staff and members of the school community, including visitors, in an open, positive and honest manner.

UNACCEPTABLE STUDENT BEHAVIOURS AND CONDUCT

Unacceptable student behaviour includes, but is not limited to:

- shouting or swearing at other student(s), teacher(s), school staff or member of the school community, including school visitors
- any form of physical or verbal violence or intimidation
- writing rude, defamatory, aggressive or abusive comments to/about another student, teacher, school staff member or visitor (including via email or social media)
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, school staff member or visitor
- damaging property or possessions that belong to the School, another student, teachers or school staff or member of the school community.

Parent, Guardian and Carer Code of Conduct

INTRODUCTION

At St Brendan's Catholic Primary School, Lakes Entrance (School), we are committed to nurturing respectful relationships and active partnerships with you as parents/guardians/carers. We believe that your child's learning journeys are enriched through positive and reciprocal home and school relationships.

As parents/guardians/carers, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents/guardians/carers, students and the wider school community. It articulates the School's key expectations of both staff and parents/guardians/carers with regard to respectful relationships and behaviours. It also specifies the School's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the policies, as varied or replaced from time to time outlined and available from the School and Diocese of Sale Catholic Education Limited (DOSCEL) website and School Parent Portals including:

- *Complaints and Grievances Management Policy and Procedure*
- *Suspension, Negotiated Transfer and Expulsion Policy and Procedure*
- *Enrolment Agreement*

OUR CULTURE OF RESPECTFUL RELATIONSHIPS

Among students, staff and parents/guardians/carers we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

In promoting and upholding this culture, we expect that parents, guardians and carers will:

- support the School's Catholic ethos, traditions and practices
- support the School in its efforts to maintain a positive teaching and learning environment
- understand the importance of healthy parent/guardian/carer / teacher / child relationships and strive to build these relationships
- adhere to the School and DOSCEL policies, as outlined on the School and/or DOSCEL websites
- treat staff and other parents/guardians/carers with respect and courtesy.

In promoting and upholding this culture, we expect that staff will:

- communicate with you regularly regarding your child's learning, development and wellbeing
- provide opportunities for involvement in your child's learning
- maintain confidentiality over sensitive issues
- relate with and respond to you in a respectful and professional manner
- ensure a timely response to any concerns raised by you.

RAISING CONCERNS AND RESOLVING CONFLICT

In raising concerns on behalf of your child, or making a complaint about the School's practices or treatment of your child, **the School expects that you will:**

- listen to your child, but remember that a different 'reality' may exist elsewhere
- observe the School's stated procedures for raising and resolving a grievance/complaint
- follow specified protocol for communication with staff members, including making appointments at a mutually convenient time and communicating your concerns in a constructive and positive manner
- refrain from approaching another child while in the care of the School to discuss or chastise them because of actions towards your child. Refer the matter directly to your child's teacher for follow-up and investigation by the School.

In responding to your concerns or a complaint, **the School expects that staff will:**

- observe confidentiality and a respect for sensitive issues
- ensure your views and opinions are heard and understood
- communicate and respond in ways that are constructive, fair and respectful
- ensure a timely response to your concerns/complaint
- strive for resolutions and outcomes that are satisfactory to all parties.

If you are not satisfied with the manner in which a complaint has been treated by the School, please refer to the *Complaint and Grievances Management Policy and Procedure*.

STAFF SAFETY AND WELLBEING

The School places high value and priority on maintaining a safe and respectful working environment for our staff. We regard certain behaviours as harmful and unacceptable insofar as they compromise the safety and professional wellbeing of our staff. These behaviours include, but are not limited to:

- shouting or swearing, either in person or on the telephone
- physical or verbal intimidation
- aggressive hand gestures
- writing rude, defamatory, aggressive or abusive comments to/about a staff member (including via email or social media)
- use of language which would be considered racist, sexist, homophobic or discriminatory on religious or gender grounds
- damage or violation of possessions/property.

When a parent/guardian/carer behaves in such unacceptable ways, the Principal or a senior staff member will seek to resolve the situation and repair relationships through discussion and/or mediation.

Where a parent's/guardian's/carer's behaviour is deemed likely to cause ongoing harm, distress or danger to a staff member or others, the School and/or DOSCEL may exercise our legal right as communicated within the *Enrolment Agreement* signed upon acceptance of enrolment to impose a temporary or permanent ban from the parent/guardian/carer entering the school premises. In an extreme act of violence that causes physical harm to the staff member the matter may be reported to the police for investigation and the enrolment may be terminated in accordance with the *Suspension, Negotiated Transfer and Expulsion Policy and Procedure*.