



Child Safe Adult Code of Conduct

The Child Safe Adult Code of Conduct outlines appropriate standards of behaviour for all adults in the School environment towards students. It serves to protect students, reduce any opportunities for abuse, risk of harm or harm to students to occur, and promote child safety in the School environment. The purpose of this code is to provide guidance on how to best support students and how to avoid or better manage difficult situations.

It is the School's policy that any breach of the Child Safe Adult Code of Conduct that is a child safety incident must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

For more information, refer to Procedures for Responding to and Reporting Child Safety Incidents or Concerns.

The School coincides the review of the Child Safe Adult Code of Conduct at the same time as its Child Safe Policy. The School Board has endorsed the Child Safe Adult Code of Conduct. The Child Safe Adult Code of Conduct is published on our public website.

Our Child Safe Program also includes a *Staff and Student Professional Boundaries Policy and Procedures* that provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at St Mark's.

Scope

The Child Safe Adult Code of Conduct applies to:

- the Principal and the School Senior Leadership Team
- School Board members
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors
- External Education Providers
- teaching students on placement at the School
- Visitors (including parents/caregivers and other adult family members of students when in a School environment or attending a School event).

Together referred to as "the School" for the purposes of this Code.

The Child Safe Adult Code of Conduct applies in all School environments. School environments include both physical and online environments, as well as any environment (including those outside the School's grounds) where School-related activities are occurring.

St Mark's Child Safe Adult Code of Conduct

Each adult member of the School is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

DO:

- Uphold St Mark's Statement of Commitment to Child Safety at all times.
- Comply with applicable guidelines published by the School, such as the Staff and Student Professional Boundaries Policy.

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Treat all members of the School with dignity, respect, sensitivity and fairness.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in bullying or inappropriate behaviour towards others, for example humiliating or vilifying others.
- Ensure as far as practicable that adults are not left alone with a child.
- Report any breaches of this Child Safe Adult Code of Conduct or concerns about child safety (for more information, refer to *Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures*).
- Where an allegation of harm to a student is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

DO NOT:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student (as outlined in the School's *Policy for Supporting Positive School Behaviour*).
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special relationships' with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including online.

- Engage in meetings with a student who is not your child, outside of school hours and without permission from the student's parent/carer.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post identifying information about a student online unless it is necessary for the school's activities, or you have consent from the student and/or their parents/carers. Identifying information includes things such as the student's: full name, age, email address, telephone number, residence, school or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed harm to a student.

Agreement to Child Safe Adult Code of Conduct

A copy of the Child Safe Adult Code of Conduct is provided to all Staff, relevant Volunteers and Contractors at induction, or otherwise prior to them commencing work at the School. It is also communicated via refresher training at regular intervals for all Staff, as well as relevant Volunteers and Contractors.

All Staff, as well as relevant Volunteers must sign an agreement to adhere to the Child Safe Adult Code of Conduct prior to commencing work at School.

The Child Safe Adult Code of Conduct forms part of the contract between the School and any Contractors. Therefore, all Contractors are deemed to have agreed to adhere to the Child Safe Adult Code of Conduct on signing the contract or on commencing work at the School.

A copy of the Child Safe Adult Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Adult Code of Conduct on enrolment.

Consequences for Breaching the Child Safe Adult Code of Conduct

Staff, including the Senior Leadership Team and Principal, Volunteers and Contractors who breach the Child Safe Adult Code of Conduct may be subject to disciplinary actions that could include (depending on the severity of the breach):

- remedial education;
- counselling;
- increased supervision;
- the restriction of duties;
- appointment to an alternative role;
- suspension or;
- in the case of serious breaches, termination of employment, contract or engagement.

Where any other member of the School breaches any obligation, duty or responsibility within our Child Safe Adult Code of Conduct, St Mark's will take appropriate action.

For more information, refer to our *Child Safe Program Breach Management Policy and Procedures*.

Report Any Concerns

Any person, including Staff, Volunteers, Contractors, parents/carers and students, can at any time report a reasonable suspicion about harm to a child or young person directly to the Department for Child Protection (DCP) using the Child Abuse Report Line (CARL) on 13 14 78 or online at <https://www.childprotection.sa.gov.au/reporting-childabuse/report-child-abuse-or-neglect>.

All serious concerns must be reported via the Child Abuse Report Line 13 14 78 and must NOT be submitted online via CARL.

Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.

All Staff who witness, or suspect, any breach of the Child Safe Adult Code of Conduct that rises to the level of a reasonable suspicion about harm or risk of harm to students must report their concern to CARL. They must also report externally to Police if required.

It is the School's policy that all breaches of the Child Safe Adult Code of Conduct, including those that do not require external reporting, are a child safety incident. Therefore, all Staff, who witness, or suspect, any breach of the Child Safe Adult Code of Conduct must also report their concern internally to a Child Safety Officer.

Our Child Safe Program includes information for the School Senior Leadership Team, Staff, relevant Volunteers and Contractors about how to identify key indicators of harm to children and young people and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to the *Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures*.

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the School, including breaches of the Child Safe Adult Code of Conduct. These include by contacting CARL and/or by reporting internally to the School via informal and formal ways, an 'anonymous' way, and external child advocacy or child safety organisations. For more information, refer to our *Complaints Management (Child Safe) Policy and Procedures*.

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the School may be subject to harm from a member of Staff, a Volunteer or a Contractor, can contact CARL and/or:

- the School's Senior Child Safety Officer, by phoning (08) 8391 0444 or emailing principal@stmarks.sa.edu.au, or
- if the concern relates to the Principal, the Chair of School Board, please email, chair@stmarks.sa.edu.au.

Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.

Review This document will be reviewed at least every 3 years/ or at the same time as Policy Connect's Child Safe Policy.

Version	Date Implemented	Proposed review	Author/ Responsible Person
New	September 2022	September 2023	CompliSpace/Principal & School Council
1	Updated	26 May 2025	School Board