



## CHILD SAFE CODE OF CONDUCT

### PURPOSE

The Anglican Schools Commission (ASC) and St James' Anglican School (SJAS) are committed to providing an environment that safeguards all students, promotes practices that provide for the safety, wellbeing and welfare of our children and young people. The ASC and its schools expect all school community members, including staff (paid and unpaid), practicum students, volunteers, visitors, and contractors to share this commitment.

### INTRODUCTION

This Child Safe Code of Conduct (Code) outlines the standards of behaviour expected of all staff of the ASC and its schools, including boarding facilities, where applicable. By accepting employment, paid or unpaid, staff must agree to and comply with this Code, by:

- conducting themselves, both personally and professionally, in a manner that upholds the ethos, values and reputation of the ASC/School;
- acting in accordance with ASC/School policies and procedures at all times;
- acting ethically and responsibly; and
- being accountable for their actions and decisions.

The ASC and its schools forbid any form of child abuse, corporal or degrading punishment.

### HOW TO COMPLY

As the ASC and its schools have a duty of care to its students, the expectation and understanding is that all staff and students will act in the best interests of the students and that the welfare and safety of students will be of paramount concern. All interactions therefore should be transparent and comply with this Code.

This Code is intended to provide staff and community members with guidance as to the expected behaviours by the School.

### PRINCIPLES

#### **Principle 1 Staff expectations**

Staff must be familiar with the School policies and procedures, know where to access them for checking purposes and be able and willing to comply with the ASC/School's policies and procedures. The policies and procedures, applicable to staff, are available via the School website.

**NB:** This will include policies which are for internal use only.

If uncertain about the scope or content of a policy with which they must comply, or any legal obligations to which they are subject, staff should seek clarification from their direct supervisor, member of the Executive or the Principal.

#### **How to Comply:**

- **Staff access to the ASC/School Policies and Procedures:** Visit the School website – [www.stjames.wa.edu.au](http://www.stjames.wa.edu.au) or the SEQTA home page where the policies and procedures are made available to all staff. Staff have individual log in details to the ASC website portal, with certain levels of access depending on their role. ASC/SJAS policies are regularly circulated to staff after a Friday briefing.
- **Staff are required to read and understand the Policies:** Staff are encouraged to take the time to carefully read and understand each policy relevant to their role as a staff member. Staff are required to pay attention to the details, expectations, and guidelines outlined in each policy.



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- **Staff are required to seek clarification if uncertain:** If any member of staff are unsure about the scope or content of a policy or have any questions regarding their legal obligations, they are required to seek clarification. This can be done by contacting their direct line manager, a member of the Executive team, or the Principal. They will be able to provide guidance and address any concerns.
- **Staff are required to follow the ASC/SJAS policies and procedures:** Staff are reminded to adhere to the guidelines, rules, and processes outlined in the policies.
- **Policies and procedures are regularly review and updated:** Policies and procedures may be subject to change over time. Staff are informed about any revisions or new policies that may be introduced. These are mentioned at Friday Briefing and any updated policies are circulated as required.
- **Document Compliance:** A record of staff's compliance with the policies and procedures are kept by the Principals office. This includes a spreadsheet with dates policies are approved by the School Council, when policies need to be reviewed and when policies have been emailed to staff.

### Refer to:

- SJAS – 5.4 Staff Induction Process
- SJAS – 5.5 Induction Handbook
- SJAS - 4.5 Policy Development and Review Process
- ASC Website
- School Website
- SEQTA Homepage

### Principle 2 Good teaching practice

As a professional teacher it is expected that staff will provide quality teaching appropriate for their students, cater to the diversity of learners in their care and make every effort to help all students equally so they have every chance of succeeding.

Good teaching also means staff will work closely with their colleagues, and other carers of their students, and respond appropriately and promptly to any concerns they have.

### How to Comply:

- **Provide Quality Teaching:** Staff strive to deliver high-quality instruction that is effective, engaging, and aligned with the curriculum and educational standards. Use a variety of instructional strategies and resources to cater to the diverse learning needs of students.
- **Understand and Address Student Diversity:** Staff at SJAS recognise and embrace the diversity of student. Staff differentiate instruction to accommodate students' varying abilities, backgrounds, learning styles, and needs. Staff create an inclusive and supportive learning environment where every student feels valued and respected.
- **Support Equal Opportunities:** Make every effort to provide equal opportunities for all students to succeed. Identify and address any barriers or challenges that students may face in their learning. Staff Offer additional support or resources to ensure that every student has a fair chance to achieve their full potential.
- **Communication:** Staff work closely with each other, including support staff, to share knowledge, exchange ideas, and collaborate on improving teaching practices. Staff are required to communicate regularly with parents/guardians, to foster a strong partnership. Staff respond promptly (within 48 hours) to any concerns or queries parents/guardians have about their child's education. All communication or notices regarding a student are logged on SEQTA.



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- **Professional Development:** Staff are encouraged to keep up to date with the latest research, methodologies, and best practices in teaching. All staff are encouraged to engage in ongoing professional development opportunities, such as workshops, conferences, or online courses, to enhance their teaching and professional skills.
- **Reflect and Continuously Improve:** Staff are required to engage in regular self-reflection and evaluation of their teaching practices. Staff seek feedback from students, colleagues, and managers to identify areas for improvement. Staff actively incorporate feedback and make necessary adjustments to enhance their teaching effectiveness.

### Refer to:

- ASC – 5e Equal Employment Opportunity, Discrimination and Harassment Policy and Procedures
- SJAS – 2.9 Review of Teaching and Learning Policy
- SJAS - 2.1 School Curriculum Plan - Kindergarten
- SJAS - 2.2 School Curriculum Plan - PP - Year 10
- SJAS - 2.3 School Curriculum Plan - Years 11 – 12
- SJAS - 6.10 Inclusive Education Policy
- ACTIVATE Framework
- SEQTA

### **Principle 3 Respect for people**

Staff should understand their responsibilities to safeguard and promote the welfare of students and other staff.

The School expects staff to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. Therefore, staff are expected to be approachable, respectful, courteous, and prompt when dealing with students, parents, other staff and members of the community.

### How to Comply:

- The School clearly communicates its expectations and policies regarding safeguarding, welfare, and respectful behaviour to all staff members.
- The School continuously reviews and updates policies, procedures, and training programs to reflect evolving best practices and address emerging challenges.
- The School has developed a staff Code of Conduct that outlines expected behaviour and professional standards for staff members. Staff are required to sign this document when employed at the School acknowledging their obligations as a staff member at SJAS. The Staff Code of Conduct covers aspects like respecting diversity, maintaining confidentiality, avoiding conflicts of interest, and promoting a positive and inclusive environment.
- The School has a Disputes and Complaint Resolution process for staff, Bullying and Harassment Prevention Policy and Promoting Positive Behaviours Policy which outlines the Schools expectations on approachable, respectful, courteous behaviour.

### Refer to:

- SJAS - 5.9 Dispute & Complaint Resolution process for staff
- SJAS - 7.12 Code of Conduct/Declaration - Staff
- SJAS - 7.3 Bullying and Harassment Prevention Policy
- SJAS - 7.5 Promoting Positive Behaviours Policy



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### **Principle 4 Duty of care and WHS**

Staff have a duty of care to students in their charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring in the school, and
- providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at School.

Staff have a responsibility to take care of their own health and safety at work as well as that of others in the workplace. It is also their responsibility to ensure that their activities do not place their own safety at risk or that of their co-workers, students, or other persons that they may come into contact with at work.

#### **How to Comply:**

- **Education and Training:** Staff receive appropriate education and training on duty of care and WH&S policies and procedures. This includes understanding potential risks and hazards, as well as knowing how to prevent and respond to them.
- **Risk Assessment:** Staff are encouraged to conduct regular risk assessments to identify potential hazards in their work environment. This involves identifying risks, evaluating their likelihood and severity, and implementing measures to control or mitigate those risks.
- **Adequate Supervision:** Staff provide adequate supervision to ensure the safety and well-being of students. This includes monitoring students' activities, identifying and addressing potential risks or dangerous behaviour, and intervening when necessary to prevent harm.
- **Safe Environment:** Maintenance Staff and the Business Manager ensure that the school grounds, premises, and equipment are safe for students' use. This involves regular inspections, maintenance, and repairs to address any safety hazards promptly. Staff should also encourage students to report any safety concerns they may have.
- **Bullying Prevention:** Staff are trained to implement strategies to prevent bullying within the School. This includes promoting a positive and respectful school culture, educating students about bullying and its effects, and promptly addressing any incidents of bullying that occur.
- **First Aid and Medical Assistance:** Staff are trained in first aid and know how to respond to medical emergencies. They are able to provide immediate assistance within their scope of competence. If a situation exceeds their training or capabilities, they will seek assistance from a medically trained person or emergency services.
- **Personal Safety:** Staff have a responsibility to take care of their own health and safety. This includes following all WH&S policies and procedures, using personal protective equipment when necessary, and reporting any hazards or incidents to their supervisors.
- **Reporting and Documentation:** Staff should promptly report any incidents, near misses, or hazards they encounter. This information helps identify trends, improve safety measures, and ensure compliance with duty of care and WH&S requirements. Documentation should be accurate, detailed, and maintained according to school policies.
- **Collaboration and Communication:** Some staff actively participate in WH&S committee meetings, sharing their knowledge and concerns. They communicate with colleagues and managers to address safety issues and promote a culture of safety within the School.



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- **Continuous Improvement:** The Executive Team strives for continuous improvement in their duty of care and WH&S practices. This includes regularly reviewing policies and procedures, seeking feedback from students, parents, and staff, and implementing necessary changes to enhance safety and well-being.

### Refer to:

- ASC – 5h Work Health and Safety Policy and Procedures (WA)
- SJAS - 5.3 Work Health and Safety Policy and Procedures (WA)
- SJAS - 7.1 Accident and Incident Policy
- SJAS - 7.4 Child Complaints Process
- SJAS - 7.9 First Aid and Sick Bay Policy (Medication Dispensing)
- Child Complaints and Suggestion box

### **Principle 5 Maintain professional relationships between staff and students**

Staff need to treat their students with courtesy and respect and provide an environment that encourages their students to do the same.

Staff are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

### How to Comply:

- Staff must maintain appropriate boundaries, ensuring that their actions, conversations, and behaviours are solely focused on the educational and developmental needs of the students.
- Staff must not engage in paid tutoring or coaching students from the School without the permission of the Principal. In most circumstances, this is not acceptable with the exception of school sanctioned sports teams.
- Staff must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site. Staff must familiarise themselves with the School Social Media Policy.
- The staff code of conduct sets forth a set of principles and guidelines that outline the expected behaviour and ethical standards for all staff members. By adhering to this code, staff members demonstrate their commitment to professionalism, integrity, and the values upheld by the School.

### Staff are reminded of:

- The law prohibits sexual relations with a person under the age of consent (16 years).
- The law prohibits sexual relations between a teacher and his or her student under the age of 18 years.

### Refer to:

- SJAS - 7.12 Code of Conduct/Declaration - Staff
- SJAS - 7.4 Child Complaints Process
- SJAS - 6.14 Social Media by Staff Policy
- Child Complaints and Suggestion box



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### **Principle 6 Appropriate use of electronic communication and social networking sites**

The School provides electronic communication facilities for its students and staff for educational or administrative purposes. It monitors and views data stored or transmitted using the School's facilities.

The fast and permanent nature of electronic communication requires staff to be particularly vigilant with their own communications and that of their students.

Staff must ensure they exercise good judgement when using electronic communication facilities with students such as not inviting students into personal social networking sites, accepting student invitations to theirs, and not using social networking sites to email or contact students. All communications must be via the school network or SEQTA. All staff must abide by the ASC/school's appropriate use of technology policies.

#### **How to Comply:**

- Staff must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site. Staff must familiarise themselves with the School Social Media Policy.
- **Use School-Provided Facilities:** Staff should use the electronic communication facilities provided by the School for all educational or administrative purposes. This ensures that communications are conducted within the school's monitored and controlled environment. All communications with students should be conducted through the school's network or the designated platform, such as SEQTA and school email addresses. This helps maintain transparency, accountability, and a record of all interactions.
- **Adhere to Appropriate Use Policies:** Staff must familiarise themselves with the School's appropriate use of technology policies and abide by them. These policies provide guidelines for acceptable behaviour, privacy protection, and the responsible use of electronic communication facilities.
- **Report Concerns:** If staff come across any inappropriate or concerning electronic communications involving students, they should promptly report it to the appropriate authorities within the School. This helps maintain a safe and secure digital environment for all.

#### **Refer to:**

- SJAS - 6.4 Communications Policy
- SJAS - 6.11 Use of Electronic Facilities by staff
- SJAS - 6.14 Social Media by Staff Policy
- SJAS - 7.12 Code of Conduct/Declaration - Staff

### **Principle 7 Use of alcohol and other drugs**

Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous cooperation.

Staff are responsible for ensuring their capacity to perform their duties is not impaired by the use of alcohol, illegal drugs, or non-prescribed and/or restricted substances and that the use of such substances, including e-cigarettes and vaping does not put at risk them or any other person's health and safety at risk.

The consumption of alcohol, illegal drugs or non-prescribed and/or restricted substances including e-cigarettes and vaping while at work is strictly forbidden.

#### **How to Comply:**

- **Understand the policy:** Staff are required to familiarise themselves with the specific rules and regulations outlined in the schools' policies regarding the use of alcohol, illegal drugs, and non-prescribed substances.





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- **Abstinence while at work:** Staff are not allowed to consume alcohol, illegal drugs, or non-prescribed substances, including e-cigarettes and vaping, while you are at work. This prohibition applies to both on-duty and off-duty hours when you are on the premises or engaged in work-related activities.
- **Prescription medications:** If you are taking prescription medications that may affect your ability to perform your duties or may impair your judgment, inform your manager or the Principal about your condition. Ensure that you are using prescribed medications responsibly and as directed by your healthcare provider.
- **Reporting concerns:** If you suspect a colleague is under the influence of alcohol or drugs while at work, it is important to report your concerns to your manager or the appropriate authority. This helps maintain a safe environment for everyone.
- **Seek assistance:** If you are struggling with substance abuse or addiction, consider seeking help from a healthcare professional or an Employee Assistance Program (EAP) provided by The ASC. EAPs offer confidential support, counselling, and resources to employees facing personal challenges.

Alcohol can only be consumed on school grounds after hours with the direct permission of the Principal.

### Refer to:

- SJAS - 7.7 Drugs, Alcohol and Smoking Policy (Staff & Students)
- SJAS - 7.12 Code of Conduct/Declaration - Staff

### **Principle 8 Identifying and managing conflicts of interest**

Personal interests can, or have the potential to, influence a person's capacity to perform their duties impartially and in turn compromise their integrity and that of the School. Staff must not act in conflict with the School's best interests.

### How to Comply:

- **Understand the policy:** Staff are required to familiarise themselves with the school's policy on conflicts of interest. Staff should pay close attention to the definition of conflicts of interest, the types of situations that may give rise to conflicts, and the specific guidelines for identifying and managing conflicts.
- **Disclose potential conflicts:** Be proactive in identifying potential conflicts of interest that may arise in your professional role. If you become aware of any situation where your personal interests may conflict with the best interests of the School, promptly disclose it to the appropriate authority within the School. This may be the Principal, manager, or a designated Equal Employment Opportunities (EEO) officer.
- **Maintain transparency:** When disclosing a conflict of interest, staff are required to provide all relevant information about the nature of the conflict, the parties involved, and any potential impact on their ability to perform their duties impartially. Transparency is key to effectively managing conflicts and maintaining trust within the School.
- **Seek guidance:** If staff are unsure whether a situation constitutes a conflict of interest or how to appropriately manage it, they are required to seek guidance from you're the Principal, manager, or the designated EEO within you're the School. They can provide clarification and help you navigate the situation in an ethical manner.
- **Document actions taken:** The School keeps records of any conflicts of interest disclosed, decisions made, and actions taken to manage or mitigate the conflict. This documentation demonstrates our commitment to transparency and accountability.

### Refer to:

- SJAS - 5.9 Dispute & Complaint Resolution process for staff
- ASC – 5e Equal Employment Opportunity, Discrimination and Harassment Policy and Procedures



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### **Principle 9 Declaring gifts, benefits or bribes**

Staff may be offered a gift or benefit. There are some circumstances when to refuse a gift would be perceived as rude, insulting, or hurtful. Staff are expected to exercise sound judgement when deciding whether to accept a gift or benefit and make a record of the gift or benefit in accordance with School Policy. Accepting gifts and other benefits has the potential to compromise their position by creating a sense of obligation and undermining their impartiality. It may also affect the reputation of the School and its staff. Staff must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its staffs.

#### **How to Comply**

- **Understand the policy:** Staff are required to read and understand the Staff Code of Conduct regarding declaring gifts, benefits, or bribes. This should include the definition of gifts and benefits, the circumstances under which you should be declared, and the process for recording and reporting them.
- **Exercise sound judgment:** When offered a gift or benefit, exercise sound judgment in deciding whether to accept it. Consider the nature and value of the gift, the intent behind the gesture, and any potential influence it may have on your impartiality or decision-making.
- **Prioritise the School's best interests:** Always prioritise the best interests of the school and the integrity of your position. Avoid accepting gifts or benefits that may compromise your impartiality, create a sense of obligation, or give the impression of undue influence on your decisions or actions.
- **Declare gifts and benefits:** If you decide to accept a gift or benefit in a situation where it is deemed appropriate, promptly declare it in accordance with the school's policy. Follow the designated process for recording and reporting the details of the gift, including the nature, value, source, and any associated circumstances.
- **Seek guidance when uncertain:** If you are unsure whether a particular gift or benefit should be declared, seek guidance from the Principal or manager. They can provide clarification and help you make an informed decision.
- **Avoid bribes:** It is essential to strictly avoid any form of bribe, which is an unlawful and unethical practice. Bribes can undermine the reputation of the School and its staff and can have severe legal consequences. Immediately report any suspicious or inappropriate offers of bribes to the appropriate people.

#### **Refer to:**

- SJAS - 7.12 Code of Conduct/Declaration - Staff

### **Principle 10 Communication and protecting confidential information**

Staff must maintain the confidentiality of School information. They must be mindful of confidentiality when in discussions with parents, staff, family members and others.

Staff cannot always give a guarantee of confidentiality especially if the matter under discussion is related to mandatory reporting, a student's safety is at risk or involves illegal activities.

Staff should be aware that there are strong legal requirements around the collection, release and protection of privacy of information.

Before asking for information or disclosing information, staff need to assure themselves that they are acting in a legal manner. If unsure they should discuss the matter with the Principal.

#### **How to Comply:**

- **Understand the scope of confidentiality:** Staff must familiarise themselves with the school's policies and guidelines regarding confidentiality. This includes knowing what types of information are considered confidential and the situations where confidentiality may need to be breached.





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- **Exercise discretion in conversations:** Staff should be mindful of confidentiality when engaging in discussions with parents, staff, family members, and others. They should avoid sharing sensitive information unless it is necessary and appropriate. Even in casual conversations, staff should be cautious not to divulge confidential details.
- **Follow legal requirements:** Staff should be aware of the legal requirements pertaining to the collection, release, and protection of privacy of information. They should adhere to applicable laws and regulations, such as data protection and privacy laws, when handling confidential information.
- **Assess the need to disclose information:** While confidentiality is important, staff should understand that there are exceptions to this principle. If the matter under discussion involves mandatory reporting, a student's safety is at risk, or illegal activities are involved, staff cannot guarantee confidentiality. In such cases, it is crucial to prioritise the well-being and safety of the individuals involved.
- **Seek guidance when unsure:** If staff members are uncertain about whether they should disclose or request certain information, they should consult with the Principal or designated. It is better to seek clarification and guidance to ensure you are acting within the legal boundaries and in the best interest of the school community.
- **Safeguard information:** Staff should take appropriate measures to protect confidential information. This includes storing documents securely and using passwords when applicable, and only sharing information with authorised individuals on a need-to-know basis.
- **Maintain professionalism:** Staff should uphold professionalism and ethical conduct when handling confidential information. They should respect the privacy and dignity of individuals involved and avoid gossip or unauthorised discussions about confidential matters.

### Refer to:

- SJAS - 7.12 Code of Conduct/Declaration - Staff
- ASC – 6f Privacy Policy and Procedures
- ASC- 6n Password Policy and Procedures

### **Principle 11** Record keeping

All staff have a responsibility:

- a. to create and securely maintain full, accurate and honest records of their activities, decisions, appropriate school-based interactions and other relevant transactions;
- b. to upload or store records in the School's record systems, as required; and
- c. to not deliberately access School information to which they are not authorised to do so.

### Refer to:

- SJAS - 7.12 Code of Conduct/Declaration - Staff
- ASC – 6f Privacy Policy and Procedures
- ASC – 6h Records Management Policy and Procedures (WA)

### **Principle 12** Copyright and intellectual property

When creating material, staff need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials.

If staff develop material that relates to their employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in their own time or at home unless agreed otherwise by the ASC or the Principal as relevant. Such agreement must be recorded in writing.



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### Refer to:

- ASC – 6f Privacy Policy and Procedures

### STANDARDS OF BEHAVIOUR

The ASC and its schools are committed to being a child safe organisation and demonstrates its leadership and commitment to student safety and wellbeing through the implementation of the National Principles for Child Safe Organisations. The ASC and its schools provide a safe environment where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

### Staff must:

- Act in accordance with ASC/School child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to ASC/School policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by ASC/School risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with ASC/School policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by relevant legislation and by ASC/School policy and procedure on internal and external reporting.
- Report objectively observable behaviour which breaches or is suspected of breaching this Code, (other than those subject to mandatory reporting obligations) to the Principal.
- Comply with ASC/School protocols on communicating with children.
- Comply with the law and ASC/School Privacy Policy and Procedures on record keeping and information sharing.
- Call the Police on 000 if there is an immediate concern for a child's safety.

### Staff are not to:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily or engage in undisclosed private meetings with a child who is not their own child.
- Arrange personal contact, including online contact, with children they are working with for a purpose unrelated to the ASC/School's activities (outside sports teams, family friends etc.).



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- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless required to do so by ASC/School policy and procedure on reporting.
- Use inappropriate language in the presence of children; or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.



## CHILD SAFE CODE OF CONDUCT

### POLICY VERSION CONTROL

Version	Date	Summary of Changes
1	June - 2023	Policy created in line with the ASC's Child Safe Code of Conduct – Appendix 2