WRITTEN PROCESSES FOR THE APPROPRIATE CONDUCT OF STAFF AND STUDENTS

- CHILD SAFE CODES OF CONDUCT

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POLICY OUTLINE

Purpose:	The Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) (Accreditation Regulation) requires the College to have written processes about the appropriate conduct of the College's Staff and students.
Scope:	Equipping for Life Board of Directors ("the Board"), Employees and students, including full-time, part-time, permanent, fixed term and casual employees, contractors, volunteers, people undertaking work experience or vocational placements, and service providers at Arethusa College.
Status:	Approved

Authorised By:	Board	Date of Authorisation	April 2022

References:	• Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Arethusa College's Child Protection Policy – Child and Youth Risk Management Strategy • Arethusa College's Reporting Obligations Policy and Procedures (Student Protection Processes Policy and Procedures) • Arethusa College's Child Safe Complaints Processes • Arethusa College's Student Behaviour Management Policy

Review Date:	Annually	Next Review Date:	April 2023

Policy Owner:	Equipping for Life Ltd

BACKGROUND

Arethusa College is an independent school, built on a Christian foundation, that was established to meet the needs of students who – for numerous reasons – are not fitting into the mainstream education system.

Our aim is to create school communities that facilitate Real Connections, Real Learning and Real Futures. We now operate a network of diverse campuses across South-East Queensland that reflect and respond to the needs of the students and families they serve.

STATEMENT OF COMMITMENT TO CHILD SAFETY AND WELLBEING

Arethusa College is committed to providing education and care to children and young people to assist them to develop into high achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

All children and young people who come to Arethusa College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The Board regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College Community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision they make.

PURPOSE

Child protection is of the highest priorities for our College, Board and staff. Effective education provision only occurs within a safe, community, school environment where young people can be confident that their care givers will act resolutely to protect them.

The Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) (Accreditation Regulation) requires the College to have written processes about the appropriate conduct of the College's Staff and students.

The Working with Children (Risk Management and Screening) Regulation 2020 (Qld) (Child and Youth Risk Management Strategy Regulation) sets out what must be included in the College's Child and Youth Risk Management Strategy and requires the College to have a code of conduct for employees interacting with children.

To meet our Statement of Commitment to Child Safety and Wellbeing, the College has developed the following Codes of Conduct and guidelines:

- Child Safe Code of Conduct (Annex 1)
- Staff and Student Professional Boundaries Policy (Annex 2)
- Student Code of Conduct Handbook (Annex 3)

Together, we refer to these as the Child Safe Codes of Conduct.

PRINCIPLES

Arethusa College is committed to ensuring the safety, wellbeing and participation of all children and young people under our care.

Arethusa College's values acknowledge that we are inspired and empowered by the love of Christ and His Kingdom. That we, as an organisation, are motivated to do what we do because of what Christ has done for us, and we do it for the outcomes and benefit of the students we serve. We do this so that they can become all that they were created to be.

Every person involved in the College has a responsibility to understand the important and specific role we have individually and collectively to ensure that the wellbeing and safety of all students are at the forefront of all we do and every decision we make.

The College's Child Safe Codes of Conduct are designed and implemented to be inclusive of the diverse characteristics of the College community.

Nothing in the Child Safe Codes of Conduct prevents a staff member or any other person from taking immediate action to protect a student and/or to notify the Police and/or Child Safety Services, particularly if they believe that it is essential to act to ensure a student's safety.

SCOPE

The Child Safe Codes of Conduct apply to the persons set out in each Code/Guideline.

They apply all in all College environments, both physical and online, and on-site and off-site College grounds (e.g. camps and excursions, interstate and overseas travel).

ROLES AND RESPONSIBILITIES

Roles and responsibilities relevant to child safety at the College in general are set out in the College's **Child Protection Policy – Child and Youth Risk Management Strategy**, available on our public website.

ARETHUSA COLLEGE'S POLICY

1. All staff members and students must comply with the Child Safe Codes of Conduct that apply to them, as set out in each Code of Conduct/Guideline.

2. A breach of the Child Safe Codes of Conduct is considered a child safety incident. All Staff must report any and all breaches of the Child Safe Codes of Conduct internally to the College and externally to any relevant external agency, as set out in our **Reporting Obligations Policy and Procedures (Student Protection Processes Policy and Procedures)**.

IMPLEMENTATION

The Child Safe Codes of Conduct are published on our public website.

They are made available to all Staff via the College's intranet and provided to new Staff at induction. Training about them is included in induction and annual refresher training for all staff members.

The College also communicates the Child Safe Codes of Conduct to Staff and members of the College community through newsletters, staff meetings, parent meetings, the Staff & Volunteer Handbook and the Student & Parent Handbook.

The College provides a child-friendly version of relevant documents to students on the public website and in the Student & Parent Handbook.

BREACH OF THE CHILD SAFE CODES OF CONDUCT

The College enforces the Child Safe Codes of Conduct. In the event of any non-compliance by Staff, Volunteers or Contractors, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):
- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

SOURCE OF OBLIGATION

- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld), Section 16(1)(b)
- Working with Children (Risk Management and Screening) Regulation 2020 (Qld) Schedule 1
- the National Principles for Child Safe Organisations, Principle 1.

Section 16(1)(b) of the Accreditation Regulation requires the College to have written processes about the appropriate conduct of the College's Staff and students.

Schedule 1 of the Working with Children (Risk Management and Screening) Regulation 2020 (Qld) sets out what must be included in the College's Child and Youth Risk Management Strategy and requires the inclusion of a code of conduct for employees interacting with children.

RELATED POLICIES AND PROCEDURES

The Child Safe Codes of Conduct are to be read and understood in conjunction with:

- Arethusa College's Child Protection Policy – Child and Youth Risk Management Strategy
- Arethusa College's Reporting Obligations Policy and Procedures (Student Protection Processes Policy and Procedures)
- Arethusa College's Child Safe Complaints Processes
- Arethusa College's Student Behaviour Management Policy

RELATED FORMS AND DOCUMENTS

- Complaints Handling Policy
- Procedures for Managing Child Safety Incidents and Concerns
- Child Protection Report Form
- Employee / Volunteer Declaration of Participation and Understanding

Annex 1 – Child Safe Code of Conduct

Child Safe Code
of
Conduct

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POLICY OUTLINE

Purpose:	The Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults towards students when in College environments. The Code serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations. We also have a Staff and Student Professional Boundaries policy that provides detailed guidance for Staff, Volunteers, and Contractors on how to maintain professional boundaries with students at the College.
Scope:	The Child Safe Code of Conduct applies to: • the Executive Principal and the Senior Leadership Team • all staff members, including non-teaching Staff and temporary or casual Staff • all Volunteers • Directors of Equipping for Life "the Board" • all Contractors (including External Education Providers) • teaching students on placement at the College • Visitors (including parents/carers and other adult family members of students) together referred to as "the College Community" for the purposes of this Code. The Child Safe Code of Conduct applies in all College environments. College environments include both physical and online environments, as well as any environment (including those outside the College's grounds) where College-related activities are occurring.
Status:	Approved

Authorised By:	Board	Date of Authorisation	April 2022
Review Date:	Annually	Next Review Date:	April 2023
Policy Owner:	Equipping for Life Ltd		

POLICY

1. All adult members of the College community must comply with the Child Safe Code of Conduct in all College environments.

2. A breach of the Child Safe Code of Conduct is considered a child safety incident. All Staff must report any and all breaches of the Child Safe Code of Conduct internally to the College and externally to any relevant external agency, as set out in our **Reporting Obligations Policy and Procedures (Student Protection Processes Policy and Procedures)**.

3. Agreement to Child Safe Code of Conduct
   All Staff, as well as Direct Contact and Regular Volunteers, must sign an agreement to adhere to the Child Safe Code of Conduct prior to commencing work at the College.

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

The College provides a copy of the Child Safe Code of Conduct to parents/carers, who must sign an agreement to abide by the Child Safe Code of Conduct on enrolment.

THE CODE

Each adult member of the College community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour when in a college environment:

Do:
- Uphold the College's Statement of Commitment to Child Safety and Wellbeing at all times.
- Comply with applicable guidelines published by the College, such as the College's Staff and Student Professional Boundaries policy.
- Behave as a positive role model to students.
- Promote the protection, safety 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 students with respect.
- Promote the safety, participation and empowerment of students with 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 towards 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 Code of Conduct.
- Report concerns about child safety to one of the College's Child Protection Officers and ensure that your legal obligations to report child abuse or other harm externally are met.
- Where an allegation of child abuse or other harm 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.
- 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 to 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 activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- 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 College's activities or you have consent from the student and/or their parent/carer. 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 that they may attend.
- Ignore or disregard any suspected or disclosed child abuse or other harm.

PROCEDURES

Report Any Concerns

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

Any College community member can also contact Child Safety Services:
- *online, via the online reporting form here*
- *during business hours, by contacting one of the numbers listed on the Regional Intake Service website here*
- *outside of business hours, by contacting the Child Safety After Hours Service Centre on 07 3235 9999 or 1800 177 135*

A breach of the Child Safe Code of Conduct is a child safety incident.

All Staff who witness, or suspect, any breach of the Child Safe Code of Conduct must follow our **Reporting Obligations Policy and Procedures (Student Protection Processes Policy and Procedures)** and report their concern internally and, if required, also externally.

Students are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College, including breaches of the Child Safe Code of Conduct. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations. They can also report directly to our Child Protection Officers, who are our 'stated staff members' for the purposes of the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld). For more information, refer to our **Child Safe Complaints Processes**.

Parents/carers, family members or other community members who witness or suspect that there has been a breach of the Child Safe Code of Conduct, or have concerns that a child or young person associated with the College may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:
- the College's Executive Principal by phoning 07 2000 0200 or emailing **executiveprincipal@arethusa.qld.edu.au**
- or if the concern relates to the Executive Principal, the Board Chair by email to: **Chair@arethusa.qld.edu.au**

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

Responding to Breaches of the Child Safe Code of Conduct

Our **Student Protection Processes Policy and Procedures** include:
- information for Staff, including stated staff members to whom a student may report inappropriate behaviour by another staff member, and relevant Volunteers and Contractors, and about how to identify key indicators of child abuse and other harm, including how to identify inappropriate behaviour by other staff members

- a requirement to report all child safety incidents or concerns, including inappropriate behaviour by staff members, internally
- information about how to report child safety incidents or concerns, including inappropriate behaviour by other staff members, to relevant external authorities
- procedures setting out the College's response to child safety incidents or concerns that occur at or involve the College or its Staff.

We also have written processes for Child Protection Complaints Management and Breaches of our Child Protection Program as set out in our **Child Safe Complaints Processes** which sets out possible consequences for breaching the Child Safe Code of Conduct.

IMPLEMENTATION

The College provides a copy of the Child Safe Code of Conduct to all Staff, Volunteers and Contractors prior to them commencing work at the College.

It is also communicated via induction and annual refresher training for all Staff, as well as Direct Contact and Regular Volunteers and Direct Contact Contractors.

BREACH OF THE CHILD SAFE CODE OF CONDUCT

Staff (including the Senior Leadership Team and Executive Principal), Volunteers and Contractors who breach the Child Safe 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 alternate role
- suspension
- in the case of serious breaches, the termination of employment, contract or engagement.

Where any another member of the College community breaches any obligation, duty or responsibility within the Child Safe Code of Conduct, the College will take appropriate action.

For more information refer to our written processes for **Child Safe Complaints Processes** and our **Procedures for Managing Child Safety Incidents or Concerns at or involving Arethusa College, or its staff, volunteers or contractors**.

Annex 2 - Staff and Student Professional Boundaries Policy

Staff and Student Professional Boundaries Policy

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CONTENTS

POLICY OUTLINE

Purpose:	Staff hold a unique position of influence, authority, trust and power in relation to students at the College. As such, it is their duty at all times to maintain professional boundaries with students. This Policy and its guidelines are designed to raise awareness of situations where professional boundary violations may occur and some strategies to minimise the risk of boundary violations. The practice of protective behaviours at all times will also reduce the possibility of vexatious claims being brought against Staff.
Scope:	This Policy applies to: • all Staff, including the Executive Principal and the Senior Leadership Team and teaching and non-teaching Staff, administration staff and support staff, regardless of whether they are permanent, temporary, or casual Staff • all Directors of Equipping for Life ("the Board") • all Volunteers • all Contractors (including External Education Providers) It does not matter what their age is. For the purposes of this Policy, we refer to these together as "Staff" and "staff members". The Staff and Student Professional Boundaries Policy applies in all College environments. College environments include both physical and online environments, as well as any environment (including those outside the College's grounds) where College-related activities are occurring.
Status:	Approved

Authorised By:	Board	Date of Authorisation	April 2022
Review Date:	Annually	Next Review Date:	April 2023
Policy Owner:	Equipping for Life Ltd		

POLICY

The College is committed to providing a safe physical, virtual and emotional environment where all of our students are respected and treated with dignity in an appropriate, professional and caring manner so that the risk of child abuse and other harm is minimised, and a safe and supportive child safe environment is maintained.

Staff Responsibilities

All Staff must:
- follow the guidelines as set out in this Policy below
- exercise their responsibilities in a way that recognises professional boundaries with regard to their relationships with students at all times
- identify, discourage and reject any advances of a sexual nature made by a student
- engage in professional interactions with students at all times, both inside and outside of school hours
- give equal learning opportunities to each student without discrimination
- immediately report any conflicts of interest issues to the Executive Principal, or if the conflict relates to the Executive Principal, report to the Board Chair
- remove themselves from decision-making where a conflict has been identified.

All Staff are encouraged to declare any interactions with students outside school hours.

The College's Responsibilities

The College will apply appropriate consequences to Staff who breach professional boundaries.

PROFESSIONAL BOUNDARY GUIDELINES

What are professional boundaries?

Professional boundaries are parameters that describe the limits of a relationship in circumstances where one person (a student) entrusts their welfare and safety to another person (a staff member), in circumstances where a power imbalance exists.

The fact that Staff are in a unique position of trust, care, authority and influence with students means that there is always an inherent power imbalance between them. It also means that professional boundaries must be established, maintained and respected at all times.

In most cases this power imbalance is clear, however, sometimes it may be more difficult to recognise especially for younger staff members who may only be a few years older than their students.

The following guidelines are not exhaustive and given that sometimes 'grey areas' may occur, it is expected that all Staff (no matter their age or experience) use their own good judgment, think very carefully about the implications and potential consequences of engaging in certain behaviours with students, and always err on the side of caution.

When unsure about whether professional boundaries are being, or have been, breached, ask yourself:
- Would I modify my behaviour if a colleague was present?
- How would I feel about explaining my actions at a staff meeting?
- Am I sharing information for the student's benefit, or for my benefit?
- Am I dealing with this student differently from others in similar circumstances?
- Is my language or demeanour different from usual when dealing with this particular student?

Intimate Relationships

Staff must not initiate or develop a relationship with any student that has, or can be interpreted as having, a romantic or sexual, rather than professional, basis. It is not relevant that the relationship may be consensual or condoned by parents/carers.

Such relationships have a negative impact on the teaching and learning of students and colleagues and may carry a serious reputational risk for the staff member and, in turn, the College.

The professional relationship of Staff and students may be breached by:
- flirtatious behaviour or dating
- development of an intimate personal relationship
- sexual relations
- the use of sexual innuendo, inappropriate language, or the sharing of inappropriate material with students
- unwarranted and inappropriate touching
- unwarranted and inappropriate filming or photography
- deliberate exposure to sexual behaviour of others (e.g. pornography)
- having intimate contact without a valid context via written or electronic means (e.g. email, letters, telephone, text messages, social media sites or chatrooms)
- going out, whether alone or in company, to social events such as the movies or dinner
- exchanging gifts of a personal nature.

Staff should also be aware that developing or encouraging romantic or sexual relationships with recent former students (over 18 years of age) may violate professional boundaries and they are therefore strongly discouraged from doing so.

The imbalance of power and authority that exists in the Staff/student relationship does not suddenly disappear after the student finishes their schooling. Staff should not assume that they will be protected from disciplinary action by claiming that a relationship began only after the student left the College as there may be a reasonable belief that the emotional intimacy of the relationship developed while the staff/student relationship existed.

Personal Relationships

Staff must not initiate or develop a relationship with any student that has, or can be interpreted as having, a personal rather than professional basis. This is regardless of whether the relationship is consensual, non-consensual or condoned by parents/carers.

It is the student's perception of Staff behaviour and not the intention of the staff member that is important.

An established and expected professional relationship between Staff and students may be compromised by Staff:
- attending parties or socialising with students outside of organised College events (without parental/carer permission)
- sharing personal details about their private lives with students
- meeting with students outside of school hours without permission from the College.

Staff must recognise at all times that their role is not to be a 'friend' or 'parent' to a student.

Fair Learning Opportunities

The main focus of teaching is effective student learning and, as such, teachers are expected to support their students with their professional expertise so as to offer them the best education in their individual circumstances. The quality of teaching and learning between teachers and students characterises their relationship.
Teachers should demonstrate their commitment to student learning by:
- maintaining a safe and challenging learning environment that promotes mutual respect
- recognising and developing each student's abilities, skills and talents by catering to their individual abilities and respecting their individual differences
- encouraging students to develop and reflect on their own values
- interacting with students without bias
- not engaging in preferential treatment
- not discriminating against any student on the basis of race, sex, sexuality, disability or religious or political conviction
- always making decisions in students' best interests.

Electronic Communications between Staff and Students

It is expected that all Staff at the College will adhere to the following guidelines:
- all use of technology should be for educational purposes or for the organisation of co-curricular activities
- all email communication between Staff and students should be via the College email system and reflect a professional Staff/student relationship
- Staff should not communicate with students via text message where it is not in a professional context
- Staff should not give out their personal telephone numbers or social media contact details
- Staff are not to accept or request students as 'friends' on social media or otherwise use social media to communicate in any way that is not condoned or approved by the College
- Staff should not exchange personal pictures with a student
- teachers are not expected or encouraged to respond to concerns of parents/carers or students on holidays, weekends or in the evening
- any student personal contact numbers or other personal contact details made available to the College should only be used for College communications.

Physical Contact with Students

All Staff should be aware that situations may arise that can be perceived in a manner that was not intended. For this reason, all Staff at the College should adhere to the following guidelines for contact with students both in and outside of College grounds:
- Staff should avoid unnecessary physical contact with students
- minimal, non-lingering, non-gratuitous physical contact may be acceptable in the context of the situation (e.g. congratulatory pat on the back or handshake)
- contact for sport, drama and dance instruction is acceptable in a class situation but not in a 1:1 situation. If physical contact is required for specific technical instructions, it must be brief and only with the consent of the student. Note that a student may withdraw consent for this contact either verbally or gesturally and Staff must remain vigilant while engaging in necessary contact situations. Once consent has been withdrawn no further contact can be or should be made.

Off-Campus Excursions and Camps

During off-campus excursions or camps, the same physical contact guidelines apply as well as the following:
- checking of sleeping arrangements, or supervising of students changing should be done, where possible, with another staff member present and always in a manner that respects students' privacy and personal space
- always knock and advise of presence prior to entering a bedroom or dormitory
- ensure that while in a bedroom or dormitory a strict staff/student relationship is upheld and that Staff do not engage in inappropriate behaviour, such as sitting on a student's bed.

Managing Conflicts of Interest

Where personal relationships with students such as family relationships and close friendship networks exist, questions of conflicts of interest may arise.

This may be more prevalent in close or rural communities where professional boundaries may be tested due to the nature and size of the community. In these circumstances, Staff need to be far more diligent in developing and maintaining these boundaries.

Where a staff member feels that a conflict of interest may exist, they should notify the Executive Principal, or the Board Chair if the conflict involves the Executive Principal, and arrangements should be implemented to avoid the conflict situation if possible. For example, the teaching of students by a staff member with a conflict should be avoided.

Any significant decisions relating to these students in the College (such as the appointment to classes and selection in sports teams) should be referred to another staff member and endorsed by a supervisor.

Disclosure of Staff/Student Interactions

To enable the College to be aware of appropriate and inappropriate interactions between Staff and students, all Staff are encouraged to declare any interactions with students outside school hours.

These interactions may include instances where the staff member is:
• related to the student
• friends with the student's parents/carers or family
• given parental/carer consent to interact with the student for academic purposes outside of school hours, and the parent/carer has notified the College.

Declarations by Staff about a relationship with students and their families outside of the College context or about interactions that occur with the consent of the parent/carer must be verified by the parent/carer of the student.

The College maintains records of all declarations made by staff members related to their interactions with students, or relationships with students, that exist outside of school hours or College premises. These records are to be made available to the parents/carers of a student on request.

These records are kept in accordance with our Child Protection Record Keeping policy and general Human Resources policies.

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PROCEDURES

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Report Any Concerns

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

Any College community member can also contact Child Safety Services online, via the online reporting form here or:
• *during business hours, by contacting one of the numbers listed on the Regional Intake Service website here*
• *outside of business hours, by contacting the Child Safety After Hours Service Centre on 07 3235 9999 or 1800 177 135*

Any breach of the Staff and Student Professional Boundaries Policy is a child safety incident.

All Staff who witness, or suspect, any breach of professional boundaries must follow our **Student Protection Processes Policy and Procedures** and report their concern internally and, if required, also externally.

Students are provided with information about, and encouraged to use, multiple pathways to raise child safety concerns about or at the College, including breaches of the Staff and Student Professional Boundaries Policy. These include informal and formal ways, an anonymous way, and through external child advocacy or child safety organisations.

They can also report directly to our Child Protection Contact Officers, who are our 'stated staff members' for the purposes of the Education (Accreditation of Non-State Schools) Regulation 2017 (Qld). For more information, refer to our **Child Safe Complaints Processes**.

Parents/carers, family members or other community members who witness or suspect that there has been a breach of professional boundaries, or have concerns that a child or young person associated with the College may be subject to abuse or harm from a member of Staff, a Volunteer or a Contractor, should contact:

- the College's by phoning **07 2000 0200** or emailing executiveprincipal@arethusa.qld.edu.au
- or if the concern relates to the **Executive Principal,** the Board Chair via email at chair@arethusa.qld.edu.au or write a letter addressed to the Board Chair.

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

Responding to Breaches of Staff and Student Professional Boundaries

Our **Student Protection Processes Policy and Procedures** include:

- information for Staff, including stated staff members to whom a student may report inappropriate behaviour by another staff member, and relevant Volunteers and Contractors about how to identify key indicators of child abuse and other harm, including how to identify inappropriate behaviour by other staff members
- a requirement to report all child safety incidents or concerns, including inappropriate behaviour by staff members, internally
- information about how to report child safety incidents or concerns, including inappropriate behaviour by other staff members, to relevant external authorities
- procedures setting out the College's response to child safety incidents or concerns that occur at or involve the College or its Staff.

We also have written processes for **Child Safe Complaints Processes** and our **Procedures for Managing Child Safety Incidents or Concerns at or involving Arethusa College, or its staff, volunteers or contractors,** which sets out possible consequences for breaching the Staff and Student Professional Boundaries Policy.

IMPLEMENTATION

This Policy and its guidelines are implemented through a combination of:
- staff training and development in professional conduct
- student and parent/carer education and information
- effective management of teachers engaging in inappropriate relationships with students
- effective management of conflicts of interest
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

The College provides a copy of the Staff and Student Professional Boundaries Policy to all Staff, relevant Volunteers and relevant Contractors prior to them commencing work at the College. It is also communicated via induction and annual refresher training for all Staff, as well as Direct Contact and Regular Volunteers and Direct Contact Contractors.

BREACH OF THE STAFF AND STUDENT PROFESSIONAL BOUNDARIES POLICY

Where a staff member breaches this Policy, the College may take disciplinary action that may include (depending on the severity of the breach):
- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

For more information, refer to our written processes - **Child Safe Complaints Processes**.

Annex 3 – Student Code of Conduct Handbook

Student Code of Conduct Handbook

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CONTENTS

INTRODUCTION

At Arethusa College we recognise that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.

This Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to abide by.

Managing the Student Code of Conduct is a shared responsibility between the student, parents/carers and the College. All students and families have ready access to support offered by the College's teachers and staff.

Values

Students are expected to uphold the values of Arethusa College. Our values are:
- Excellence – in your schoolwork, extracurricular, sporting and other personal endeavours.
- Respect – for your teachers, parents, peers and members of the community.
- Courtesy – for everyone you interact with.
- Pride – in yourself, and the way you represent the College.
- Personal Responsibility – for your actions.
- Integrity – honesty and candour in all of your dealings.
- Tolerance – for others, regardless of their background, age, gender, sexuality, religion or race.
- Inclusion – of all those who decide to come to Arethusa College, and of those in the community.

These values are to be upheld in the way you conduct yourself not only in the College, but also the community.

RIGHTS AND RESPONSIBILITIES

All students and staff are expected to observe and uphold the below rights and responsibilities:

You have the right to
- Reach your full learning potential in a safe and supportive environment.
- Be safe.
- Be treated with respect, courtesy and kindness.
- Be an active part of, and contribute positively to, the community.
- Be treated fairly and justly.
- Have your human rights, and other legal rights respected.

You have the responsibility to
- Enable others to learn in a safe and supportive environment.
- Follow College policies, procedures and the directions of teachers at all times.
- Treat others with respect, courtesy and kindness.
- Represent the College well in the community.

- Accept and consider the consequences of your actions.
- Respect the human rights and legal rights of others.

Students are expected to abide by College rules and the policies of the College, as well as the directions of teachers.

BULLYING

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment.

In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders. Bullying can take many forms including:
- **Physical Bullying**: a physical action such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- **Psychological Bullying**: when words or actions are used to cause psychological harm such as name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- **Indirect Bullying**: a deliberate act of exclusion or spreading of untrue stories used to hurt or intimidate someone.
- **Cyber Bullying**: ongoing abuse of power to threaten or harm another person using technology. Cyber bullying can occur in chat rooms, social networking sites, emails or mobile phones.

One-off acts of aggression or meanness, including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.

Arethusa College recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the College is respected and accepted.

Bullying is not tolerated at Arethusa College. A key part of the College's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying (and parents/guardians) that:
- Bullying is not tolerated within the College
- Concerns will be taken seriously
- The College has a clear strategy for dealing with bullying issues

Bullying incidents can be reported to the college through a teacher, the College social worker, a year level coordinator or the school Principal.

Arethusa College offers support to all students who have been affected by bullying.

HARASSMENT

Arethusa College is committed to providing a safe College learning and working environment that is based on mutual respect and is free from harassment. Harassment is not acceptable in any circumstances and will not be tolerated.

Harassment is unwelcome behaviour that intimidates, offends, or humiliates a student because of a particular personal characteristic.

Harassment is similar to bullying but is distinguished by the fact that harassment is a form of discrimination and is unlawful where the basis for harassment relates to a personal characteristic which is protected by law, such as:
- Sex and gender identity or sexuality and sexual orientation
- Race, religion, ethnic background; or
- Disability

Sexual Harassment

Sexual harassment occurs when a student is subjected to unwelcome and uninvited sexual conduct by another student which could be expected to make a student feel offended, humiliated, or intimidated. Sexual harassment can also result when a sexually intimidating or offensive environment is created.

Racial Harassment

Racial harassment is also found in many forms. Examples include, but are not limited to:
- Abusive, threatening or insulting words and behaviour
- Deliberate exclusion from conversations
- Displaying abusive writing and pictures
- Insensitive jokes related to race
- Pranks

Disability Harassment
- Humiliating comments or insults about a student's disability.
- Disparaging remarks to students who have received learning adjustments.
- Comments or actions which create a hostile environment for a student with a disability.
- Deliberately excluding a student where the disability is not an issue.

All students are required to:
- Treat other students, all staff and any other person at the College professionally and with respect.
- Avoid behaviour that could be interpreted as harassing and act to prevent other students from engaging in harassment, where this is reasonably practicable.
- Report any witnessed harassment at the College to a staff member.

ASSAULT

Assault is an aggressive physical contact, use of force or intimidating behaviour causing real fear in another person that the threat will be executed. Examples include striking or attempting to strike another person, threatening another person with violence and verbal abuse with a threat of imminent harm.

Arethusa College is committed to providing a safe environment free from assault for all our students, workers and visitors. Assault and all other forms of violence are unacceptable and will not be tolerated at Arethusa College.

TRUANCY

Truancy is the absence of a student from school without the consent of parents/guardians, during school hours.

Truancy can compound the problems of students who are already behind in class as a result of behavioural, emotional or learning difficulties. They gradually fall further behind in their studies and jeopardise their chances of completing their education. Where a student is absent without explanation and cannot be located, parents/guardians will be notified.

ALCOHOL

Arethusa College is committed to providing a safe environment for all our students, workers and visitors.

It is our policy that:
- The purchase, possession or consumption of alcohol by students is strictly prohibited on College premises, at functions, excursions, camps, when representing the College, when wearing College uniform and in transit to or from College;
- While on College property or representing the College in any way, students are not permitted to be under the influence of alcohol;
- All students will receive age appropriate health and alcohol education to enable and support them to make informed choices, and to minimise the harm associated with alcohol use; and
- Referrals to counselling and support groups will be provided to students with alcohol related problems.

Where a student exhibits obvious signs of intoxication:
- The student will be isolated from their peers in a calm and controlled manner (if possible);
- If this is not possible and an impaired student refuses to cooperate and/or becomes agitated, other students within the immediate vicinity will be removed from harm and an attempt to calm the student until such time as other staff members are able to provide assistance;
- The student will be taken to the College administration office; and
- The campus Principal or other senior member of staff will be notified of the situation.

The campus Principal shall then make an assessment of the student's condition and take appropriate action based on the facts. This may include contacting the student's parents/carers to inform them

of the incident and requesting that they remove the student from the College grounds, and/or calling the police in the event that the student is acting in an aggressive or threatening manner.

ILLICIT DRUGS

Illicit drug use by students (including the misuse of prescription medication) increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency.

The Arethusa College policy is that:
- The use, possession and supply of illicit drugs and/or drug paraphernalia (such as pipes or "bongs") by students is strictly prohibited.
- While on College property, or representing the College in any way, students are not permitted to be under the influence of illicit drugs.
- All students will receive age-appropriate health and drug education to enable and support them to make informed choices, and to minimise the harm associated with drug use.
- Referrals to counselling and support groups will be provided to students with drug related problems, where appropriate.
- The Police may be consulted in relation to all suspected incidents of illicit drug use, possession or supply which occur on College grounds.

Where a student exhibits obvious signs of drug use:
- The student will be isolated from their peers in a calm and controlled manner (if possible);
- If this is not possible and an impaired student refuses to cooperate and/or becomes agitated, other students within the immediate vicinity will be removed from harm and an attempt to calm the student until such time as other staff members are able to provide assistance;
- The student will be taken to the College administration office; and
- The campus Principal or other senior member of staff will be notified of the situation.

The campus Principal shall then make an assessment of the student's condition and take appropriate action based on the facts. Actions by the Principal may include:
- Consult with the Police about the use, possession or supply of drugs.
- Confiscate and/or isolate any remaining illicit drugs.
- Contact student's parents/guardians to inform them of the incident.

SMOKING

Arethusa College does not condone the use of cigarettes for underage students; however we recognise that a small number of our students do choose to smoke. The campus Principal works with each student and their guardians to remove any obstacles that prohibit students from attending school due to not being able to smoke at school.
- Cigarettes and lighters are handed in at the beginning of the day.
- Vaping and use of all other substances are banned on campus.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Students have the right to learn in a safe environment, including when they have access to ICTs to enhance their learning. Arethusa College is committed to the responsible and educational use of ICTs and to the protection of students by providing secure access to these services as part of their learning experience.

Arethusa College believes the teaching of Cyber-safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our College and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

Students should be aware that all Internet accesses and activities on the College network and digital facility will be monitored. Inappropriate usage will have College disciplinary consequences.

Photography and Video Recording

The possession of digital devices does not give the rights to any persons to engage in indiscreet and/or unsolicited photographing and/or video recording of fellow students, staff members and/or volunteers during school hours or during school excursions or on off-campus activities.

Digital photographs, video recordings or sensitive personal information involving the College community are not to be uploaded onto social media platforms or Teams chat without prior consent. These actions may cause undue embarrassment and possible harm to the person(s). Any breach which brings the College or College members into disrepute will attract disciplinary action against the person who violates this reasonable direction.

Copyright Infringement

Copyright is infringed when the exclusive rights of the copyright owner is exercised without the permission of the owner. This includes not plagiarising information they find on the Internet and presenting it as their own work, or copying work of other students, with or without permission, which is held in students' computer files. The person who infringes the copyright law may be subject to legal ramifications and bear responsibility for the consequences.

Cyber Bullying and Harassment

Arethusa College does not condone any form of bullying in the physical or the cyber world. Cyberbullying is when technology, such as email, mobile phone, chat rooms and social networking sites are used to verbally or socially bully another person; an ongoing abuse of power to threaten or harm another person.

Students who are found to engage in this type of behaviour in or outside of the College will face serious consequences. All acts of bullying; suspected or otherwise will be addressed/investigated and appropriate course of action will be taken to resolve the matter.

Device Ownership and Responsibility

Staff members and students alike are responsible for the safekeeping of their personal devices or College loaned devices when on campus or working from home. The College is not responsible for any loss or damage to these devices. Any damage to a school device may result in family being invoiced for the damage.

Cyber Safety

Cyber safety broadly refers to appropriate and responsible behaviour online. It includes; online privacy and information protection, good manners and behaviour, and knowing how to get help to deal with online issues.

Students need to be aware that there always exists a permanent and retraceable record of anything sent - photo, text or video / audio. Passwords, personal details or other private information should not be sent or provided without careful consideration first.

Social Media

Social media refers to online tools which provide individual users and/or organisations with the ability to create and share content in online communities. Social media tools include, but are not limited to, the following:
- Social Networking sites such as Facebook, LinkedIn, Instagram, Snapchat, Pinterest.
- Video/Photo Sharing sites such as YouTube, Flickr.
- Micro-Blogging sites such as Twitter, Yammer and Tumblr.
- Weblogs – corporate, personal or media blogs published through tools such as WordPress.
- Forums and Discussion Boards.
- Geo-Spatial Tagging such as Foursquare.
- Online Multiplayer Gaming Platforms such as Second Life.
- Instant Messaging such as SMS, WeChat, WhatsApp, Facebook Messenger.
- Vodcasting and Podcasting.
- Any other website or device (including mobile phones) that enable individuals to publish or distribute their own views, blogs, comments, photos videos etc.

Arethusa College recognises the importance of social media tools as mechanisms for both individual and organisations to engage and share information.

Students at the College will uphold the ethos of the College within and outside of the College and in all social media interactions. Student must:
- Use social media in a respectful and responsible manner.

- Refrain from acting in such a way that brings the College into disrepute or in a way that harms members of the College community.
- Not insult or present offensive or inappropriate content.
- Not misrepresent the College or any member of the College community.

Students at the College enjoy the opportunities and rewards that being a member of the College community brings. It is subsequently expected that students will uphold the ethos of the College within and outside of the College and in all social media interactions. It is our policy that students must:
- Use social media in a respectful and responsible manner.
- Refrain from acting in such a way that brings the College into disrepute or in a way that harms members of the College community.
- Not insult or present offensive or inappropriate content.
- Not misrepresent the College or any member of the College community.

Social Media Code of Conduct

Students are expected to show respect to others, including members of the College community. Students are also expected to give due respect to the reputation and good name of the College. When using social media, students are expected to ensure that they:
- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another person.
- Do not use avatars or other means of hiding or misrepresenting their identity.
- Do not bully, intimidate, abuse, harass or threaten others.
- Do not make defamatory comments.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the College community.
- Do not post content that is hateful, threatening, and/or pornographic or incites violence against others.
- Do not harm the reputation and good standing of the College or those within its community.
- Do not film, photograph or record members of the College community without express permission of the College or use film, photographs or recordings without express permission of the other parties.

A failure to abide by the above expectations may constitute bullying.

MOBILE PHONES

Arethusa College acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at College must be balanced with the responsibility to use it appropriately.
- Students must sign and return an Information and Communication Technology (ICT) Agreement before they are permitted to bring their mobile phones to College.
- Mobile phones are brought to College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the phone.

- Mobile phones must only be used by students before or after College, or during recess and lunch breaks.
- Mobile phones are to be handed into the Campus Support Officer at the beginning of the school day and collected at the end of the day.
- Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during College hours (e.g. health issues).
- Mobile phones must not be used inappropriately.
- Phone cameras are not to be used within the College grounds and, in particular, where it would be considered inappropriate such as in change rooms or toilets.
- Students should never photograph or record any person without their express permission.

BEHAVIOURAL EXPECTATIONS

As a member of the College community, every student is expected to exercise appropriate self-discipline and follow the established College and classroom rules.

- All students will abide by the Student Code of Conduct Handbook.
- Students will communicate with staff or a person of authority if they are aware or involved in any breaches of the Student Code of Conduct.
- Arethusa College may impose consequences to the student for failure to comply with behavioural expectations, reasonable directions given by a person in authority or to comply with the College policies and rules.

REFERENCES

The following policies have been used for this handbook:

- Student Code of Conduct Policy
- Alcohol Policy
- Illicit Drugs Policy
- Anti-Smoking Policy
- Mobile Phone Policy
- Cyber Safety Policy
- Social Media Policy
- Truancy Policy
- Bullying Prevention and Intervention Policy
- Information and Communication Technology (ICT) Policy

ACKNOWLEDGEMENT

I have read, understood and agree to abide by the Student Code of Conduct.

Date: _____

Student Name: _____

Student Signature: _____

Class: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____