



**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	October 2023
References:	<ul style="list-style-type: none"> • 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:	October 2024
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