



East Preston Islamic
College

STUDENT
SAFETY

STAFF
CODE
OF
CONDUCT

STUDENT SAFETY STAFF CODE OF CONDUCT

Last Review: April 2023	Constructed / Reviewed by: East Preston Islamic College on advice from Russell Kennedy Lawyers
Next Review: April 2025 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	Approval Required: Board Motion
	Board Sign Off Date: 15 May 2023 Implementation Date: April 2023

1 Statement of Context and Purpose

1.1 East Preston Islamic College (the **College**) is committed to protecting its students from all aspects of harm and has established strategies, practices, policies and procedures to uphold its public commitment to student safety and wellbeing.

1.2 All policies, protocols and procedures flow from the College's vision:

To ensure excellence, in both academic and Islamic development, with continuous progress towards producing a new generation of Muslims who are committed, compassionate and hardworking citizens, and who are ready to contribute positively and productively to the Australian society.

1.3 The College takes a zero tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The College regards its student safety and wellbeing responsibilities with the utmost importance as it delivers an Islamic educational program that promotes the College's mission and values of *Learning, Achievement, Respect, Commitment* and *Fairness*. Accordingly, this Student Safety Staff Code of Conduct:

- (a) Clearly establishes a list of acceptable and unacceptable behaviours by members of the College community towards our students, with the ultimate aim of protecting such students from harm.
- (b) Offers guidance to College staff and informs them of considerations relevant to personal, professional and ethical decision making.
- (c) Serves to protect our students, reduce any opportunities for abuse or harm to occur, and promote student safety and wellbeing in our College environment.
- (d) Provides guidance on how to best support students and how to avoid or better manage difficult situations.

1.4 This code is part of a broader culture of student safety and wellbeing that is woven into the fabric of the College. As a community, our unified commitment to ensuring the safety and wellbeing of our students is paramount to our actions and decision making. As a

College.

Where an allegation of child abuse or reportable conduct is made, ensure (as far as it is quickly and reasonably possible) that the student(s) involved are safe.

Call the Police on 000 if you have immediate concerns for a student's safety.

to assist a student with matters of an academic, administrative or pastoral nature and conducted in a way that is authorised by the College.

- Engaging in unnecessary physical contact with a student unless it is necessary to fulfil a staff member's duty of care or professional duties. This includes doing things of a personal nature that a student can do for themselves (eg. toileting and changing clothes). Staff will document and report to a Student Safety Officer and/or the Head of Year any instances where they are required to have physical contact with a student.
- Using physical force (or the threat of physical force) or engaging in any other forms of physical violence towards a student, including inappropriate or unnecessary physical play.
- Exchanging personal contact details such as personal phone numbers, social networking sites or private email addresses with students, unless approved by the Principal.
- Meeting with a student in their home, or a location otherwise separate to the College, whether for educational purposes or otherwise, without the College's permission.

Take, publish or disseminate (including online) photos, movies, videos or recordings of a student without parent consent.

Use inappropriate language, jokes or gestures in the presence of students.

Post online any information about a student that may identify them such as their: name, age, email address, telephone number, residence, school, or details of any association, club or group they may be affiliated with.

Ignore or disregard student safety and wellbeing concerns (including allegations of actual or suspected child abuse of reportable conduct).

Consume alcohol in the presence of students, unless at an official College function at which alcohol consumption by staff has been approved by the Principal.

Attend the College, or school-related activities and events, whilst under the influence of alcohol or illicit substances, or whilst affected by prescription medication to the extent that the ability to perform professional duties is impaired.

7 Staff as Parents and Members of the College Community

7.1 The College recognises that many staff have children of their own, and in any case will socialise with other adults who have children.

7.2 While this code is not intended to interfere with a staff member's right to a private life, working at the College requires a serious commitment to student safety and wellbeing.

7.3 Accordingly, in all aspects staff must conduct themselves in a way consistent with this code, including by avoiding in private situations (including on social media) which could be perceived as contrary to this code or involving a risk to student safety and wellbeing.

8 Report Concerns

- 8.1 Members of the College community (other than staff) who are aware of actual or suspect child abuse or reportable conduct, or who otherwise have concerns about a student's welfare, should immediately raise their concern directly with the College in accordance with the Responding to Student Safety Concerns Policy.
- 8.2 Other concerns can be raised in accordance with the Community Grievances Policy.
- 8.3 Staff should report any concerns about potential breaches of this code to the Principal (or the Board if the concern is about the Principal), and otherwise comply with the Responding to Student Safety Concerns Policy and the Student Safety and Protection Policy.
- 8.4 Whenever there are concerns that a student is in immediate danger, Victoria Police should be contacted on 000.

9 Breach of this Code

- 9.1 The College emphasises the need for staff to fully comply with the requirements of this code.
- 9.2 Any staff found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment or engagement (as the case may be). Staff should refer to the Employee Code of Conduct for further information.

10 Communication and Implementation

At Board / Principal Level

- 10.1 To properly implement this code, the College, the Board and/or the Principal must ensure:
- (a) that this code is updated and endorsed on an annual basis;
 - (b) that copies of this code are made available to school staff, for example on the College intranet, in physical form in the staff room and on staff bulletin notice boards;
 - (c) that this code is incorporated into the Board's / Principal's record;
 - (d) that this code is incorporated into the College's induction program, to ensure that all school staff are aware of the code, have read and understood the code, and acknowledge their commitment to comply with the code;
 - (e) that periodic training and refresher sessions are administered to all school staff in relation to this code.

At Other Levels

- 10.2 To properly implement this code, all staff must ensure that they will abide by this